



★ DREAMS BEGIN HERE ★

TAH 7100- Introduction to Professional Food Service

Class TAH 7100 - 01 13100/ Fall 2025
Course Syllabus

Culinary Arts, Department of Tourism & Hospitality
Kingsborough Community College, City University of New York

COURSE INFORMATION:

Course Meets: Tuesdays 12:40pm - 4:00pm

Instructor: Kimberly Lerner

Email: kimberly.lerner@kbcc.cuny.edu - it will take me up to 48 hours to respond to emails

Office Hours: Tuesdays 11:30am - 12:40pm and Wednesdays from 2:50pm - 3:50pm

OFFICIAL COURSE DESCRIPTION:

An introduction to the various components of the professional foodservice industry. Subjects will include history, scope, classification, trends, food service management tools, customer service, and basic quantitative reasoning as it relates to food services.

COURSE OBJECTIVES:

Upon completion of this course, the student should be able to do the following:

- Describe major types of foodservice operations
- Discuss and evaluate trends in the foodservice industry
- Recognize different types of menus and evaluate factors influencing menu planning, designing, pricing, and marketing
- Describe purchasing considerations and purchasing methods
- Identify and demonstrate sanitation and HACCP guidelines
- Explain major principles of quantity food preparation
- Evaluate career opportunities in the foodservice industry

REQUIRED TEXTBOOK:

Foodservice Management: Principles and Practices, 13th Edition. Pearson, 2021.

E-book: ISBN-13: 9780137615148 (2021 update) Print-ISBN: 978-0133762754

Bookstore link

** Supplemental course materials that are required will be provided and uploaded via Brightspace.*

ASSIGNMENT POLICY

As a rule, I do not accept late work under any circumstances. Treat this course as if it was your job. Communicate with me, and I will communicate with you. I do understand that the world (especially now) is an unpredictable place and things happen, if you have extenuating circumstances, let me know and I will do my best to work with you. **This policy applies to homework, quizzes, projects, and/or exams.**

BRIGHTSPACE & ONLINE ACCESS

This course is fully in-person and meets on-campus, however there will be online academic components, specifically homework assignments, and reading assigned to be completed each week.

Brightspace will be utilized extensively and will be an important tool for this course. As well as being together on campus, Brightspace will be the main information resource for this class.

Please make sure the email address you access or have dedicated to schoolwork is the one in CUNYFirst and in Brightspace.

COURSE GRADING

Letter Grade Scale:

Grade	Percentage	Grade	Percentage	Grade	Percentage
A+	97-100	A	93-96	A-	90-92
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	60-66	F	below 60

Grading Breakdown:

- 50% Participation
- 20% Homework Assignments
- 20% Quizzes
- 10% Portfolio Project

PARTICIPATION (50%)

It is important to keep up with your weekly work and to be prepared for each class. This course is cumulative in nature, meaning each week builds upon the content of previous weeks.

Class Participation includes:

- Completing ALL assigned work ON TIME.
- Following instructions--for example posting material in the correct place, showing all work on math problems, etc.
- Paying attention and maintaining your focus during lecture.
- Engaging in lecture; including asking thoughtful questions and responding constructively to your classmates.
- Answering questions voluntarily and when you are called on (it is ok to not know the answer to a question, I am more interested in you working to find the correct answer).
- Reading the posted PowerPoint lectures--I am able to track when you access the PowerPoints and for how long you access the PowerPoints.

- Completing in-class assignments and exercises in a productive way (working out the problems legitimately).

Attendance is critical to your success. There is no way to "make up" a class. Because your daily grade is determined by your work and participation in class, absences will negatively impact your grade. Being on time means being at your workstation and prepared when class begins. Being more than 30 minutes late will result in a ZERO for participation for the day.

CELL PHONES:

No cell phones whatsoever in class! This means not only not USING cell phones in class, but also not charging them. They are disruptive and distracting to both the instructor and the class. If you do not have a calculator, you may not use your phone as a calculator.

Lateness

Lateness will not be tolerated! As in any professional environment you are expected to arrive to class on time ready to learn. Lateness is disruptive to me and your classmates, plus you are losing valuable hands-on learning time. EVERY class will begin promptly at on-time unless you are instructed otherwise.

Any student who arrives 1-10 minutes late will lose 10% of their participation grade for that day.

Any student who arrives 11-20 minutes late will lose 25% of their participation grade for that day.

Any student who arrives 21-30 minutes late will lose 50% of their participation grade for that day.

Any student who arrives 30+ minutes late will lose 100% of their participation grade for that day.

HOMEWORK ASSIGNMENTS (20%):

Homework assignments are based on the lecture(s) and readings for the week. To receive full credit, the completed assignments must be uploaded to the correct assignment link before or on the due date. All assignments will be submitted via Brightspace, DO NOT EMAIL ME YOUR ASSIGNMENT. Make sure you save and submit your assignments as .doc, .docx., or pdf files. Do not submit Pages files or Google Docs, the system is not compatible, and I won't be able to open and grade these assignments submitted as such. No late work will be accepted.

QUIZZES (20%)

Quizzes may be announced or unannounced. They will be given during in-person meetings. All quizzes are timed, so use your time wisely. You will receive specific instructions before each quiz begins, please follow those instructions closely. No make-ups will be given, if you miss the quiz, you will receive a score of 0. Each quiz is cumulative of the preceding lectures, so the best way to prepare is to study the lectures, do your homework, and read the textbook.

PORTFOLIO PROJECT: Creating a Professional You (10%)

All written assignments must be double-spaced, word-processed, and submitted in Brightspace by their due dates.

1. **Job Search:** Using various job sites included in the handout posted on Brightspace, select three jobs that are interesting to you and tell me why you selected each of them; they should be in three different sections of the food service industry. Use the template posted on Brightspace to submit this assignment. Due: **Week 10**
2. **Write a Resume and Cover Letter:** You will need to write a resume and cover letter. This will be useful to you in the Internship class, at the very least, and throughout your working life. The Cover Letter should include the following:
 - In the first paragraph, introduce yourself.
 - Second, explain why the job is for you.
 - Third paragraph, why you want the job and how to contact you. Use one of the jobs you found during the job search and include the job listing when you turn in the assignment. Due: **Week 11**
3. **Final Essay: My culinary journey:** Write a 500-word essay about your expectations as a future chef or food business owner, what challenges you think you would encounter, what you have learned through the course that influenced your ideas about becoming a chef, and your view of the food service industry. Due: **Week 12**

AI STATEMENT:

While artificial intelligence (AI) can be a useful tool for exploring topics in this course, it should be used as just that, a tool. Though utilization of AI as a study aid is permitted, submitting work generated by AI as you own is plagiarism. The use of artificial intelligence to generate work on your behalf is a form of cheating and is ALWAYS prohibited in this course. No exceptions!

STATEMENT ON CIVILITY:

Kingsborough Community College is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence.

Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom, yet courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability are not acceptable. Foul language, raised voices, or verbal or physical threats are not acceptable.

Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance, and civil in all aspects of human relations.

ACADEMIC INTEGRITY:

Students are held to the CUNY Policy on Academic Integrity available online:

<https://www2.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>

STUDENT RESOURCES

This course is committed to creating a learning environment that meets the needs of its diverse student body. Your success in this class is important to me. If there are circumstances that may affect your performance in this class, please let me know as soon as possible so that we can work together to develop strategies to address your needs in meeting the learning outcomes of the course. I understand that life circumstances may often affect your participation in the course. These may be personal, health-related, family-related, disability-related or other concerns. Kingsborough Community College has many resources to assist you with most of these concerns.

COUNSELING SERVICES:

<https://www.kbcc.cuny.edu/counselingservices/counselinghealthservices.html>

HEALTH SERVICES:

<https://www.kbcc.cuny.edu/healthservices/>

ACCESS-ABILITY SERVICES

<https://www.kbcc.cuny.edu/access-ability/homepage.html>

If you have a disability, or think you may have a disability, you may also want to go to Access-Ability Services (AAS) in room D205 to discuss arranging academic accommodations. If you have already been approved for accommodations, please meet with me to review them so that we can strategize the best way for you to utilize them.

COURSE SCHEDULE

**This schedule may change to accommodate the best learning interests of the class at the discretion of the instructor.*

WEEK	LECTURE TOPIC	ASSIGNMENTS:
Class 1 09/09/25	Introduction to the Foodservice Industry <ul style="list-style-type: none"> • Industry statistics • History of foodservice • Culinary luminaires • Becoming a chef 	<ul style="list-style-type: none"> • Read: Chapter 1: The Foodservice Industry • Homework 1
Class 2 09/16/25	Classification of Foodservices and Trends <ul style="list-style-type: none"> • The Foodservice industry today • Classification of foodservices • Food Trends • Food service management and systems • Types of foodservice systems • Types of restaurants 	<ul style="list-style-type: none"> • Read: Chapter 2: The Systems Approach • Homework 2 • Prepare for Quiz #1 <p>NO CLASS TUESDAY SEPT 23</p>
Class 3 09/30/25	Food Safety and Sanitation <ul style="list-style-type: none"> • Foodborne illness, cause and prevention • Food safety and HACCP • Flow of food • Sanitation and safety 	<ul style="list-style-type: none"> • Read: Chapter 3: Food Safety • Read: Chapter 4: Facility Sanitation and Safety • Homework 3 • Prepare for Quiz #2
Class 4 10/07/25	Menu <ul style="list-style-type: none"> • Types of menus • Menu planning process • Menu development 	<ul style="list-style-type: none"> • Read: Chapter 5: The Menu • Homework 4 • Prepare for Quiz #3

Class 5 10/14/25	Purchasing, Receiving, Storage and Inventory <ul style="list-style-type: none"> • The food system • Purchasing process • Methods of purchasing • Product selection • Receiving and storage process 	<ul style="list-style-type: none"> • Read: Chapter 6: Purchasing • Read: Chapter 7: Receiving, Storage and Inventory • Homework 5 • Prepare for Quiz #4 <p>NO CLASS TUESDAY 10/21 - COURSES FOLLOW A MONDAY SCHEDULE</p>
Class 6 10/28/25	Food Production and Cooking Methods <ul style="list-style-type: none"> • Food production • Cooking methods • Recipe formulation • Forecasting • Production scheduling and control 	<ul style="list-style-type: none"> • Read: Chapter 8: Production • Homework 6 • Prepare for Quiz #5
Class 7 11/4/25	Service <ul style="list-style-type: none"> • Methods of assembly, delivery and service • Factors affecting choice of serving systems • Equipment needs • Styles of service • Customer service 	<ul style="list-style-type: none"> • Read: Chapter 9: Service • Homework 7 • Prepare for Quiz #6
Class 8 11/11/25	Foodservice Design and Equipment <ul style="list-style-type: none"> • Facility planning • Design development • Work areas • Equipment selection • Dining room furnishings 	<ul style="list-style-type: none"> • Read: Chapter 10: Facilities Planning and Design • Read: Chapter 11: Equipment and Furnishings • Homework 8
Class 9 11/18/25	A Green Kitchen <ul style="list-style-type: none"> • Conservation of natural resources • Solid waste management • Sustainability in the foodservice industry • Contemporary food issues 	<ul style="list-style-type: none"> • Read: Chapter 12: Resource Conservation • Homework 9 • Prepare for Quiz #7 • Job Search Assignment

Class 10 11/25/25	Kitchen Management and Leadership <ul style="list-style-type: none"> • Theories of management • Strategic management • Functions of management • Tools of management • Leadership and motivation • Kitchen wisdom: Leadership lessons 	<ul style="list-style-type: none"> • Read: Chapter 13: Organizational Design • Read: Chapter 14: Leadership • Homework 10 • Resume & Cover Letter Assignment
Class 11 12/02/25	Human Resource Management and Careers in the Foodservice Industry <ul style="list-style-type: none"> • Staffing • The employment process • The worker on the job • Labor-management relations • Careers in the foodservice industry • Resume writing and job hunting • Interviewing 	<ul style="list-style-type: none"> • Read: Chapter 15: Human Resource Management • Homework 11 • Prepare for Quiz #8 • Final Essay
Class 12 12/09/25	Marketing <ul style="list-style-type: none"> • Marketing for foodservice operations • Promotions in foodservice operations • Branding • Food and the City 	<ul style="list-style-type: none"> • Read: Chapter 18: Marketing • Homework 12 • Portfolio Project
Final Week	Revised Portfolio Project Due 12/16/25	