



Walters State Community College Course Syllabus

Course Information

Course Number and Name: CULA 1320 Culinary I - Fundamentals

Section ID: 80547.202380

Semester and Year: Fall 2023

Credit Hours: 3

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: CON - Conventional Methodology

Catalog Course Description: This is the introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks, sauces and soups, poultry and egg cookery. Prerequisite Courses: CULA 1200-Sanitation and Food Safety. **(F)(S)** . 1 hour lecture / 4.5 hours laboratory.

Meeting Details: T; 08:00AM - 01:30PM; CAPE 130

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Thomas Lester

Office Location: CAPE 147

Office Hours: email instructor to make an appointment

Office Phone: 865-774-5817

Email: Thomas.Lester@ws.edu

Supervisor Name: Joe Cairns, Department Head of Culinary Arts

Supervisor Phone: 865-774-5816

Secretary Name: Deb Peachey

Secretary Phone: 865-774-5817

Name: Thomas Lester

Role: Instructor
Office Location: CAPE 147
Office Hours: By appointment only
Office Phone: 865-774-5817
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Supervisor Name: Joe Cairns
Supervisor Phone: 865-774-5816
Secretary Name: Deb Peachey
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Required Textbook(s) and Materials



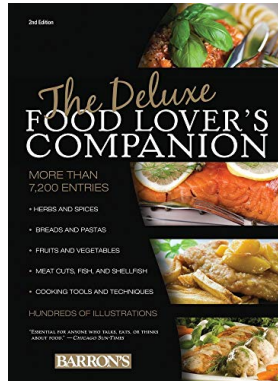
The Professional Chef
ISBN: 9780470421352
Authors: The Culinary Institute of America (CIA)
Publisher: John Wiley & Sons
Publication Date: 2011-09-13

Supplemental or Optional Materials

Being prepared for class each week is more than just showing up for class. Each student should consider all strategic steps that can be taken to ease the process of theoretical and practical learning in a kitchen environment. As this environment can be hectic at times, it is suggested that students plan ahead as needed, and take notes to maintain consistency in all processes.

- Knife Kit (purchase available in bookstore)
- Digital scale that will weigh up to 5 pounds (ounces and grams preferred)
- Calculator
- Instant-read Thermometer
- Notebook/a means to create prep lists
- Black Sharpie
- Become a member of the American Culinary Federation and provide proof of such to Deb Peachey to be placed in your file; this is required by the American Culinary Federation to earn your certification upon graduation. The cost is \$85.00 yearly for student culinarians. You can

register for membership at [Greater Smoky Mountain Chapter, Knoxville, TN.](#) (opens in new window)



Recommended: The The Deluxe Food Lover's Companion, 2nd edition; ISBN 9780764167034

This book will be very useful for your vocabulary testing.

Student Learning Outcomes/Objectives

- This course is designed to introduce students to the hospitality industry and history of culinary arts. A great amount of focus is placed on the French term of “mise en place”, which literally translates to “put in place”. It is the idea that with adequate and proper planning and preparation, one’s abilities are strengthened. The specifics of MISE EN PLACE will include, but are not limited to: student in full uniform, all needed tools available, student has studied and is ready for class, understanding of culinary terms, proper measuring skills, knowledge and understanding of food storage and rotation, recipe conversion/scaling/execution, station set up, teamwork, prudent planning, prioritization, and organization.
 1. Define the philosophy of the hospitality industry and its role in providing customer service.
 2. Trace the growth and development of the hospitality and tourism industry from its birth to its present day. Include names of restaurateurs, chefs, and hospitality entrepreneurs that helped to shape our industry in the past and present day.
 3. Discuss and evaluate the importance of professional ethics as it applies to the foodservice industry.
 4. Evaluate the types of professional career opportunities in the hospitality and foodservice industry with support of guest speakers, field trips and stages.

5. Identify and describe professional organizations associated with the hospitality and foodservice profession, and discuss these organizations' roles in preparing and advancing one's career in the industry.
6. Discuss/evaluate industry trends as they relate to the various segments of the foodservice and hospitality industry.
7. Discuss and evaluate industry trade periodicals, books, and journals that can contribute to individual growth and learning as they pertain to technical skills.
8. Identify tools, small and large equipment used in a professional kitchen and demonstrate proper handling of these items to include safety, sanitation, and storage.
9. Demonstrate proficiency in using knives and small wares to achieve professional quality results when producing classical knife cuts used in various food preparation and cooking.
 - a. Demonstrate use of chef's knife in preparing classical cuts to include julienne, batonnet, French fry, brunoise, small, medium and large dice, paysanne, rondelle, oblique, and tourne'.
 - b. Demonstrate zesting, and segmenting fruit.
 - c. Demonstrate dicing and mincing an onion, garlic and shallots.
 - d. Demonstrate the use of a mandolin using various vegetables.
10. Identify, describe, and utilize herbs, spices, and seasonings by themselves and in a combination that exemplify national and international cooking medians.
 - a. Prepare an example of a spice rub.
 - b. Prepare an example of a dried and fresh spice blend.
 - c. Utilize a spice blend or herb blend in a culinary preparation.
 - d. Assess student's knowledge in herb and spice identification and usage.
11. Explain the factors that affect taste, how we perceive those tastes and what we can do to optimize a combination of seasonings and flavors when preparing and cooking food.
12. Define mise en place and demonstrate a combination of organizational skills, preparedness, and timing when it comes to food preparation, cooking and serving.
 - a. Assess these skills through a well-developed rubric
13. Define, and describe the process for all the cooking techniques used in moist, dry and combination cooking methods to include:
steam, poach, simmer, boil, deep fry, sauté, pan-fry, grill, roast, poêle, stew, and braise.
14. Prepare and cook a variety of proteins (including beef, chicken, pork, fish, game, lamb and veal), vegetables, legumes, grains, and starches using moist, dry and combination cooking methods.
 - a. Moist heat methods to include steam, deep and shallow poach,

simmer and boil.

b. Dry heat methods to include deep fry, sauté, pan fry, grill, and roast.

c. Combination cooking methods to include poêle, stew and braise.

d. Using all moist, dry and combination cooking methods prepare proteins using chicken, beef, lamb, veal, fish and wild game.

e. Using all moist, dry and combination cooking methods prepare a variety of rice (pilaf method and risotto method), wild rice, jasmine, and sushi.

f. Using all moist, dry and combination cooking methods prepare a variety of potato dishes.

g. Using all moist, dry and combination cooking methods prepare a variety of vegetables dishes.

h. Using all moist, dry and combination cooking methods prepare a variety of grain dishes.

15. Evaluate and analyze the preparation of a variety of proteins (including beef, chicken, pork, fish, game, lamb and veal), vegetables, legumes, grains, and starches using moist, dry and combination cooking methods.

a. Moist heat methods to include steam, deep and shallow poach, simmer and boil.

b. Dry heat methods to include deep fry, sauté, pan fry, grill, and roast.

c. Combination cooking methods to include poêle stew and braise.

16. Define, and describe the process for making classical stocks, soups, and mother and compound sauces.

17. Demonstrate how to prepare and cook classical stocks, soups, and mother and compound sauces.

a. Prepare a classical white and dark chicken, beef/veal stock.

b. Prepare a classical fish or shellfish stock.

c. Prepare a vegetable and or game stock.

d. Prepare a clear soup to include a classical consommé.

e. Prepare a cream soup using a roux.

f. Prepare a puree soup.

g. Prepare a specialty soup.

h. Prepare each of the five mother sauces to include veloute, espagnole, béchamel, tomato, and butter sauce (to include Hollandaise and beurre blanc).

i. One compound sauce from each mother sauce.

18. Evaluate and analyze the preparation of classical stocks, soups, and mother and compound sauces.

a. Use a rubric in assessing the students' skills in preparing the above items.

19. Utilize safety and sanitation practices when preparing, cooking and serving all food items in the professional kitchen.

20. Demonstrate the proper process in cooling, storing, labeling and dating, and reheating food utilizing the proper sanitary procedures when working with all food items.
21. Define, prepare, cook, evaluate and assess breakfast items:
 - a. Prepare, eggs in the following ways: scrambled over-easy, Sunnyside up, poached, and baked (custard or strata).
 - b. Prepare a French and American style omelet, and an open-faced omelet (frittata).
 - c. Prepare breakfast meats to include ham, sausage and or bacon.
 - d. Prepare a batter and make pancakes, waffles and or crepes.
 - e. Prepare a custard.
 - f. Prepare a breakfast style potato to include one of the following: hash browns, Lyonnaise, O'Brien, home fries, or potato pancakes.
 - g. Prepare a cereal to include granola, cream of wheat, oatmeal, grits or parfait.
22. Demonstrate how to maximize food freshness, quality, safety and sanitation when serving hot foods and cold foods.
23. In the preparation of food items, demonstrate effective techniques in presenting food that maximizes the flavor and esthetic quality of the products used.
24. Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles.
25. Demonstrate good personal hygiene and health habits in a laboratory setting to include hand washing.
26. Identify proper methods of waste disposal and recycling.
27. Demonstrate appropriate emergency policies for kitchen and dining room injuries.
28. Perform basic math functions to include fractions, weights and measurements.
29. Demonstrate competency of scaling, measuring, weighing ingredients with a portion scale.
30. Evaluate the components and functions of a standardized recipe.

Instructional Approach and Methods

This class will include lecture with periodic testing and lab assignments. This is a lab class and not a lecture class; you cannot make up work or learn if you are not here.

1. Evaluation based on instructor observation of participation and production in all class activities.
2. Daily Grading based on following criteria
 - a. Mise en place –

- Clean, complete uniform with white undershirt only under the chef coat
- On time for class
- Required textbook, materials/tools and preparations for class assignments

b. Cleaning duties as assigned-

- Cleaning and storing of all equipment and utensils
- Proper cleaning of all lab areas
- Storage of all ingredients and products

3. Lab Grading based on following criteria

a. Work station, work habits, clean-up-

- Properly and thoroughly cleaning work space throughout the day
- Clean as you go (CAYGO)
- Workflow throughout the day
- Station organization

b. Time Management-

- Planning outline used to be most efficient with use of time and efforts
- All assigned projects/items prepared and ready on time

c. Waste control-

- Use correct conversions and scaling/measuring of ingredients
- Use correct techniques
- Watch to prevent waste; achieved good yield percentages
- Recipe produced at the desired level without unnecessary waste

d. Technique /skill -

- Prepared according to recipe instructions and use of proper technique.

e. Quality of finished products-

- Taste, look and presentation.
- Products of a sellable quality

f. Teamwork-

- Adequate communication with other team members prior to lab to assign recipes
- Appropriate conduct and language
- Teamwork requires that all students contribute their fair share to the workload so that the class can accomplish its goals in a timely and satisfactory manner
- Brigade assignments completed

4. Competency levels for grading criteria:

0 = No regard for class requirements; did not follow guidelines stated in syllabus, handbook or assignment

1 = Poor; Work was unsatisfactory, needed total supervision, did not grasp assignment

2 = Fair; Acceptable work, needed some supervision, understood assignment but did not complete what was assigned

3 = Good; the end results were good, needed little supervision, understood the assignment well

4 = Very Good; No supervision needed and every aspect of the work assignment was understood and completed

5 = Excellent; No supervision needed and every aspect of the work assignment was exceptional; assisted classmates using approved methods showing outstanding skill

5. Professionalism is a must! The student that is/or has been in a class with uniform required must be in full uniform with jacket buttoned at all times throughout the class, including cleaning. If a student is on campus for a non-culinary lab class, you may wear your full uniform or you may change out of your uniform, but should not be in partial uniform while on campus (including a partially unbuttoned jacket). Failure to abide by these policies (hygiene, jewelry, wrist accessories, nail, hair, and uniform dress code) will result in a loss of daily participation points. **The first violation will result in a 25% loss of daily grade. The second violation will result in a 50% loss of daily grade. The third infraction and all thereafter will result in a loss of all daily points in class.**

6. Be aware that sanitation and cleaning habits have great value in the kitchen. You must be wearing gloves when handling all ready-to-eat foods; this includes all items that require no cooking before serving.

Assessment, Evaluation and Testing Procedures

<i>Class Activity</i>	<i>Percentage of Grade</i>	<i>Points out of 1000</i>
Lecture Classes (1)	2%	20
Cleaning Day (1)	2%	20
Daily Kitchen Lab Grade (11)	38.5%	11X35=385
Class Events (1)	4%	40
Quizzes (8)	12%	8X15=120
Goals	2.5%	25
Vocabulary Testing	4.5%	3X15=45

<i>Class Activity</i>	<i>Percentage of Grade</i>	<i>Points out of 1000</i>
Costing	3%	3X10=30
Periodical Project	3%	30
Resume	3%	30
Final Written Practical Exam	5.5%	55
Final Cooking Practical	10%	100
Event Credits (5 points per hour X 20)	10%	5X20=100
TOTAL	100%	1000

Grading Scale

A	900-1000 (90%-100%)
B	845- 765 (80%-89%)
C	764- 675 (70%-79%)
D	674- 630 (60%-69%)
F	629 and (59% and below)

Assignments

- 1. Professional Goals/Resume-** You will be required to list out your professional goals as well as an up to date resume reflecting your current professional progress. Please utilize the available resources located on eLearn under “Project Information” module. Check class outline for submission due dates.
- 2. Periodical Report-** To be able to learn what periodicals are available to you in your chosen line of work you will be required to research what resources are available. You will then pick an article from one of these resources and write a paper reviewing your findings and turn in the paper at the date assigned by your instructor. The directions for this assignment can be found under the “Project Information” module on eLearn. You will want to research any publications you are able to find, utilizing all of your resources: culinary database found on eLearn using this link: [Culinary database](#) (opens in new window), on-campus periodicals, local libraries, as well as any pertinent web resources that you may find. Utilize Julie Lewis, your research coach at the main library at jmlewis@ws.edu. Your instructor, detailing the specifics of this assignment, will provide a handout to you.
- 3. Costing-** Using the provided costing guidelines, you will cost out specified items from a brunch service. The chef instructor will provide the assigned recipes, as well as instructions on how to cost out the recipes. Please seek assistance immediately from the instructor, other students, or

the tutor as needed. A link for scheduling appointments with the tutor, Jennifer Baker, is located on the home page of eLearn.

4. **Vocabulary**- Students will be provided an index of culinary terms which need to be learned to strengthen the culinary core knowledge base. Three separate testing dates will be provided to test this knowledge. Utilizing the recommended book, The Deluxe Food Lover's Companion, would a great asset to accomplish this goal.

Class Participation

This class begins with a lecture followed by a longer lab class; students are expected to attend all scheduled classes, and you cannot make up work or learn if you are not here. **It is your responsibility to notify Instructor if you will be late or absent.**

To be most successful in this class:

Create a strategic plan for each day in the kitchen. This starts with studying the material to be covered. Read each chapter and recipe all the way through until you have a thorough understanding of what you will be doing and what is needed to create the dish being prepared. Creating a written plan that includes all needed equipment and ingredients to gather in anticipation of the preparation. Proper organization of these items will prove to be helpful in successfully completing any recipe in a more timely and consistent manner. Consider prioritization and work flow in getting your work done as efficiently as possible, as well as ongoing self-assessment and accepting and valuing constructive feedback. Work with a sense of urgency, but all the while, never sacrificing quality. The purpose is to work as fast and efficiently as you can, all while enjoying what you do. Working with less effort and more efficiency is a real benefit for anybody in any kitchen. Always consider the prioritization and organization of your efforts.

Because each student has an essential role to play in learning a variety of cooking applications and new terminology, it is vital that you come to class every day, and if you can't come, call. We work as a team in every class, and we leave together once all the work is done. Our success depends upon each person taking ownership and responsibility for his or her part of the creation and the production of every thing we do.

Make sure to clean each workspace immediately when you are finished using it; do not leave a mess behind when you leave. Always clean as you go (CAYGO).

In order to keep all products as fresh as possible, we follow the FIFO system: First in, First out. The oldest product, the product that must be used first, is always to be used first in the placement and rotation of products. This goes for all storage areas in dry storage, refrigerated and frozen items.

Course and Class Policies/Procedures

Class will meet each week from 8:00 am- 1:30 pm. It is highly suggested to come to class early each week, as we will begin to gather mise en place for each class by 7:30. If you are in a primary brigade position (Chef, Sous Chef, or Executive Steward), then you should certainly be in the kitchen before class to assist in the kitchen set up).

If a student misses three (3) or more classes, the student will NOT meet the minimum competencies required to pass this culinary lab class. One class will be allowed to be made up with a maximum allowed percentage credit of 70%. Instructor will provide specific make-up instructions on an as needed basis and as requested by the student to make up.

Students are expected to be on time; arriving after the class begins will severely affect your daily grade. Tardiness or leaving early is recorded and reflected in daily participation points. *Three recorded days of being late will constitute an absence in regard to attendance tracking.* Therefore, if a student is chronically late, nine times or more (equivalent to 3 absences), the student will not qualify to pass the class.

IMPORTANT: Non-attendance does not constitute a withdrawal from classes or from the college. Procedures to formally drop a course or to withdraw from the college must be followed. Following these procedures may prevent students from receiving an undeserved “F” on their transcript.

Students must attend the first day of class or contact the instructor prior to the first class if they intend to remain in the class. Absences are counted from the first scheduled meeting of the class. An explanation for the cause of any absence must be submitted to each instructor, and if possible, students should inform instructors in advance of planned absences.

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours

Available by appointment only

Library Information

<https://library.ws.edu/c.php?g=181040&p=1191972>

Technical Support

<https://helpdesk.ws.edu/>

Web Addresses/Resources (Culinary Arts Database)

https://go-gale-com.libproxy.ws.edu:3443/ps/start.do?p=PPCA&u=tel_a_wsc

Guidelines for Communication: Email, Discussion Posts, Chat

WS email, eLearn, and Microsoft Teams will be the preferred methods for online

communication.

Academic Program Standards/Policies/Accreditation Information

Culinary Requirements:

Professionalism of each student graded using criteria based on the following items:

- Clean, complete uniform
 - Dirty uniforms will not be allowed
 - Only white t-shirts allowed beneath chef jackets (anything else is not compliant)
 - Students are expected to be in full uniform (jacket buttoned up, neckerchief on, chef pants and appropriate kitchen shoes whenever on campus.
 - If a student is not in a culinary lab, they may change to different clothing, but should not be partially in uniform.
- On Time for class
 - 3 absences may disqualify a student from passing the class
 - 3 days of coming to class constitutes an absence
- Appropriate conduct & language
 - No swearing in the kitchen
 - Respectful conversations should always be at the center of our behavior when working with one another.
- Teamwork
 - Know what your team has to do and seek out your place/part in the plan.
 - Communicate regularly with one another so you do not get behind, while also learning from one another.
 - Help your team out once you have finished your prep.
 - Share the load in maintaining your station and keeping your dishes clean (clean as you go- CAYGO).
 - Know your role in the kitchen brigade each week- check the bulletin board at the start of class.
- Because of the amount of material to be covered in class and the expected level of professionalism, unnecessary talk will not be tolerated. Students who do not comply may be asked to leave the class.
- Cell phone usage is discouraged in class unless approved by Instructor.

- Class is not dismissed until the Instructor authorizes students to leave. Students leaving prior to Instructor dismissal will lose all daily participation points.
- Lab Cleaning Assignments as posted in the Closing Checklist are to be completed by each class before students are dismissed from the class.
- Books, knife kits, etc. are to be placed in LOCKERS ONLY; do not leave in unlocked classroom, on work tables, or in work/production areas
- Requires flexibility in schedule as required to fulfill duties
- Requires prolonged sitting or standing
- Requires some physical exertion to manually move, lift, carry, pull or push heavy objects or materials
- Requires stooping, bending and reaching
- Requires concentration in a noisy environment
- Requires ability to transport food to other locations as necessary

Class Meal Policy:

Maples Institute for Culinary Arts:

The policy for students participating in a meal producing /serving class will be as follows:

- Food will be provided only when left after service
- Students will be instructed by the Chef in the producing class at what time plates can be prepared
- Student "Family Meal" is a bonus and not required. If provided meal may not be the same as what is being served to the paying guest
- Food will be evenly divided so all students in classes have a plate
- Food will be placed in clam shells and placed in hot box or refrigerator
- Meal CANNOT be consumed until all class duties are completed at which time it can be eaten on campus or taken home
- Classes must end on time with all assigned duties complete

Beverages/cups may only be placed in the designated beverage area. No beverages are allowed in the lab production areas.

If a student is not in a production class or scheduled event, food will not be provided, to include:

- Food produced during lab class.
- Food left over and stored in walk-in or reach-in
- Food left over and stored in freezer

- Food prepared from other serving classes

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
 - a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
 - e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically

allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://helpdesk.walters.edu)
helpdesk.walters.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://www.waltersstate.edu/student-services/disability/)
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](https://www.waltersstate.edu/catalog/)
[catalog.ws.edu/](https://www.waltersstate.edu/catalog/)

[Walters State Timetable of Classes \(opens in new window\)](https://www.waltersstate.edu/admissions/registration/)
[ws.edu/admissions/registration/](https://www.waltersstate.edu/admissions/registration/)

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information

section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

ws.edu/home/

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)