



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** CULA 2363 Bistro

**Section ID:** 80550.202380

**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:** Students will gain experience in a production environment, preparing daily meals for a bistro. The primary focus is on speed, quantity production, quality out-put, and teamwork. Students will rotate responsibilities within the kitchen and dining room. Menu planning, ingredient requisitioning, and production cost will be required in weekly meal preparation. Students will also perform menu forecasting to track sales and improve bistro offerings and cost savings. This class is the capstone class for AAS Culinary degree in Hot Foods. Prerequisite Courses: CULA 1325 Culinary II – Fabrication, CULA 1330 Garde Manger, and CULA 2376 International Foods. **(F)(S)** 6 hours laboratory.

**Meeting Details:** T; 08:00AM - 02:00PM; CAPE 117

**Course Drop Deadline:** October 27, 2023

### Instructor Information

**Name:** Joseph Cairns

**Role:** Instructor

**Office Location:** CAPE 118

**Office Hours:** By Appointment

**Office Phone:** 865-774-5816

**Email:** Joseph.Cairns@ws.edu

**Supervisor Name:** Dr. Tera Howerton, Dean of Business and Technical Education

**Supervisor Phone:** 423-585-6961

**Secretary Name:** Deb Peachey

**Secretary Phone:** 865-774-5817

**Name:** Jane Overman

**Role:** Course Supervisor

**Office Location:** Cape 119

**Office Hours:** By Appointment

**Office Phone:** 865-774-5826

**Email:** Jane.Overman@ws.edu

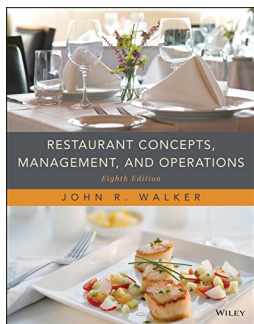
**Supervisor Name:** Joe Cairns

**Supervisor Phone:** 865-774-5816

**Secretary Name:** Deb Peachey

**Secretary Phone:** 865-774-5817

## Required Textbook(s) and Materials



**Restaurant Concepts, Management & Operations**

**ISBN:** ISBN: 978-1-119-32610-6

**Authors:** Authors: John R. Walker

**Publisher:** Wiley

**Edition:** Eighth Edition

## Supplemental or Optional Materials

Digital scales that weight a minimum of 5 pounds (ounces and grams preferred)

- Calculator
- **Instant-read Thermometer**
- Knife or Pastry Kit
- Rolling pin of choice
- Dough Knife (in pastry kit)
- Measuring spoons
- Round biscuit cutter set (in pastry kit)
- Black Sharpies
- Notebook for all formulas

- 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. The cost is \$85.00 yearly for student culinarians. You can register for membership at [Greater Smoky Mountain Chapter, Knoxville, TN.](#) or at [acfchefs.org](http://acfchefs.org)

**Optional Reference: The Book of Yields: Accuracy in Food Costing and Purchasing, 8th Edition by Francis T. Lynch**

## Student Learning Outcomes/Objectives

- Students will learn both production and a la carte cookery through daily assignments relevant to their station. Timely completion of all tasks in order to provide for smooth service is essential. Culinary Operations Manager will provide direction, guidance, and support for students each day as they enter the lab. Kitchen Manager of the Day and Restaurant Manager of the Day will also be required to detail the items that need to be prepared for each station and communicate that to the students in other brigade management positions and the students in the other sections of the daily service (student worker's, for example).
  - Describe process of management through effective communication skills and reinforce professionalism and be able to work with speed and decision making.
  - Demonstrate how to read and follow a standard recipe and perform time management skills used in preparation and execution of meal. Organize, plan, and prioritize. Select proper recipes and quantify them as needed for daily production
  - Assign tasks, explain role of job descriptions, and supervise outcomes, integrate cooking and product techniques into retail Bistro operation. Communicate changes of food preparation recipes/formulas, standards, etc. to staff and oversee the food preparation, checking the quality and size of the servings. Learn to complete all paperwork, cost out recipes, and perform inventory and ordering of Bistro related food and supplies
  - Demonstrate an understanding of guest service and customer relations by doing whatever is necessary to ensure customers' satisfaction, from investigating and resolving complaints to clearing tables. Describe the functions of dining service personnel and discuss training procedures for dining room staff and explain inter-relationships and work flow between dining room and kitchen operations.
  - Use POS computer software to perform other record keeping tasks
  - **The student will be able to:**
    - Demonstrate good personal hygiene and health habits in a laboratory setting

- Demonstrate acceptable procedure when preparing potentially hazardous foods to include time/temperature principles.
- Able to recognize sign of food spoilage and to identify proper methods of waste disposal
- Develop cleaning and sanitizing schedule and procedures for equipment and facilities. Direct cleaning of kitchen and /or dining areas to maintain sanitation standards, and keep appropriate records by giving directions to other students in the lab in the preparation, sanitation and merchandising of the items to ensure that all Maples Institute standards and food safety codes are maintained and followed (i.e. MBWA- management by walking around)
- Perform basic math functions, recipe yield conversions, and recipe costing. Perform calculations using current technology (i.e. computers, calculators, POS)
- Describe the functions of dining service personnel and discuss training procedures for dining room staff and explain inter-relationships and work flow between dining room and kitchen operations.
- Demonstrate an understanding of guest service and customer relations, including handling of difficult situations and accommodations for the disable.
- Demonstrate knife skills, hand tool and equipment operation, emphasizing proper safety techniques.
- Identify the parts/components of a recipe.
- Describe and use a standardized recipe.
- Identify and use utensils, pot and pans, and demonstrate safe practices using stoves, mixers, ovens, etc.
- Utilize standard weights and measures to demonstrate proper scaling and measurement techniques.
- Define and describe the processes of deep-frying.
- Fry and evaluate the quality of a variety of foods.
- Define and describe the process of grilling.
- Grill foods to the proper doneness and evaluate the quality of the grilled items.
- Identify and evaluate the quality of herbs, spices, oils and vinegar, condiments, marinades and rubs.
- Evaluate the quality of prepared meats.
- Prepare and evaluate a variety of soups from each category.
- Prepare and dress greens for a salad.
- Evaluate the quality of properly prepared and dressed green salad.

- Identify and describe the purpose of the elements of a sandwich.
- Prepare and evaluate the quality of a variety of hot and cold sandwiches.
- Describe process of management through effective communication skills and reinforce professionalism and be able to work with speed and decision making.
- Explain the role of job descriptions and specifications.
- Create menu item descriptions following established truth-in menu guidelines
- Receive and store fresh, frozen, refrigerated, baked and staple goods. Describe the importance of receiving and inspecting product as it enters the facility.
- Inventory food and non-food items using current technology.

## 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, only jewelry allowed is a plain wedding band
    - On time for class
    - Required textbook, materials/tools for class assignments
  - b. Cleaning duties as assigned-
    - Storage of all ingredients and products
    - Cleaning and storing of all equipment and utensils
    - Proper cleaning of all lab areas
3. Lab Grading based on following criteria
  - a. Work station, work habits, clean-up-
    - Properly and thoroughly cleaning work space throughout the day
  - b. Time Management-
    - Planned production schedule to multitask
    - Ability to Focus & Prioritize
    - Flexible "The ability to improvise is critical."
    - All assigned projects/items prepared and ready on time

c. Waste control-

- Use correct conversions and scaling/measuring of ingredients
- Use correct mixing/technique
- Watch to prevent waste/good yield percentages

d. Technique /skill -

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

e. Quality of finished products-

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

f. Teamwork-

- 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. Failure to abide by these policies (hygiene, jewelry, wrist accessories, nail, hair, and uniform dress code) will result in the 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 bakeshop. You must be wearing gloves when handling all ready-to-eat foods; this includes all items that require no cooking

before serving. Also includes all cake decorating processes.

## Assessment, Evaluation and Testing Procedures

Class Activity	Percentage of Grade
Lab Assignments	50%
Costing	10%
Marketing	10%
Quizzes from book	5%
Vocabulary quizzes	5%
C.H.E.F. Event Credit	10%
Final	5%
Street Fair	5%
<b>TOTAL</b>	<b>100%</b>

## Grading Scale

A	900-1000 (90-100%)
B	899-800 (80-89%)
C	799-700 (70-79%)
D	699-600 (60-69%)
F	599-0 (59% AND BELOW)

## Assignments

1. **Mountain Rose Bistro:** Operates every Tuesday beginning September 5, 2023. Class will begin at 8:00 am and go until 2:00 pm. The Bistro will open at 10:30 am and closes at 1:00 pm. The last Bistro class of the semester is November 21, 2023. Students in the Bistro Operations class are responsible for preparation of foods, set up of dining rooms, and food service during operation hours, followed by timely clean up after closing. The Bistro instructor will review each day's sales prior to the finish of each class.
2. **Bistro Marketing Project:** Each student in this class is required to create promotional marketing campaigns each time they are Kitchen Manager. This is related to and in support of their Blue Plate Special of the week. These campaign ideas will need to be submitted to the Culinary Operations Manager **2 weeks** before the class you are preparing to promote. The campaigns must be cost-effective, manageable with available resources and something that can be realistically done to increase sales for the Bistro. These campaign ideas will be

submitted via drop box or email to [Jane.Overman@ws.edu](mailto:Jane.Overman@ws.edu). The student will be responsible for implementation of the campaign on his/her assigned week and the Information should be posted the week before your meal.

#### Grading criteria of Marketing Project:

<b>0 points =</b>	<b>Needs Improvement. No campaign submitted</b>
<b>25 points=</b>	<b>Poor: Campaign developed but not implemented</b>
<b>50 points=</b>	<b>Fair: Campaign developed but poorly executed</b>
<b>100 points=</b>	<b>Good; Campaign developed and successfully implemented</b>

**3. Menu project:** This project is done in conjunction with the Kitchen Manager Job. As the Kitchen Manager, each week the student will write the Blue Plate Special recipe out on a recipe form. The recipe and costing will be turned in 2 weeks before the date to Chef Jane, for approval and ordering purposes. It is essential that this process occurs each week, otherwise, the student will relinquish some of the autonomy of the recipe to the Culinary Operations Manager. We will post these on a calendar so that we can co-ordinate with the RBM class. Each “Special” will be graded by the following rubric.

**Competency levels** for grading criteria of Menu Project will be in two parts:

#### Grading criteria for Recipe Project:

<b>0 points =</b>	<b>Needs Improvement. No “Special” submitted</b>
<b>25 points=</b>	<b>Poor: “Special” developed but not implemented</b>
<b>50 points=</b>	<b>Fair: “Special” developed but poorly executed</b>
<b>100 points=</b>	<b>Good; “Special” developed and successfully implemented</b>

#### Grading criteria for Costing Project:

<b>0 points =</b>	<b>Needs Improvement. No costing submitted</b>
<b>25 points=</b>	<b>Poor: costing developed but not implemented</b>
<b>50 points=</b>	<b>Fair: costing</b>
<b>100 points=</b>	<b>Good; costing submitted on time and correct</b>



#### 4. Street Fair - October 5, 2023

Maples Institute for Culinary Arts will host a “Street Fair” on **Thursday, October 5, from 10 am – 2 pm**. The Street Fair will feature booths from each culinary class and will be open to the campus and the public. Each culinary class will be responsible for an exhibit, which could include a storefront, street vendor, location staging, or support personnel.

Each class will be required to complete the following for their exhibit:

- Submit a plan by **September 7<sup>th</sup>** using the following link: [Street Fair Registration](#) (opens in new window), to include:
  1. Booth Concept (drawing included)
    - Design should reflect actual store front and layout
  2. Business Name & Logo, which will be used on apparel
  3. Team Captains (2) & Duty Roster for setup & event
    - Each team will have two Team Captains
      - Kitchen/Food Production Captain
      - Booth Setup & Staging Captain
    - Each member of the class will be required to participate at some level of the process to include the following:
      - Design
      - Setup
      - Food Production
      - Service
      - Breakdown and clean-up
    - If you have more than one culinary class, you are expected to participate in the process for each class. For example:
      - Culinary I – Design & Setup prior to the event
      - Bakery Fundamentals – Service during the event
  4. Recipes to be used and the cost for each recipe
    - Food Concept for this class will be: **To Be Determined**
  5. Proposed charge (in tickets) for each item to be sold.
    - 1 Ticket = \$1
  6. Space needed for exhibit (no more than 8' x 8')
  7. Requirements for booth
    - List of Equipment needed
      - Equipment is limited. Use will be on a first come, first serve basis.
    - Kitchen access required outside of normal class period
    - Location request
      - Hall access, near electrical outlets, etc.

- Faculty & Staff will review submissions with response to be provided by Week 5, with approval or suggestions for revisions.
- Setup of exhibits should be complete by **Wednesday, October 4 at 4:00 pm**. All exhibits should be setup and ready to open by **Thursday, October 5 at 9:00 am**.

## Class Participation

This is a lab class and not a lecture 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 Culinary Operations Manager if you will be late or absent. There will be no make-ups for hands-on evaluations or projects.**

If a student misses three (3) or more classes, the student will NOT meet the minimum class competencies required to pass. A doctor's note will be accepted for up to one excused absence, but you are still responsible for the material covered in that class. Absences are counted from the first scheduled meeting of the class. An explanation for the cause of all absences must be to each instructor. If possible, students should inform instructors in advance of planned absences. 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.

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.

**To be most successful in this class:**

***“Read each formula/recipe all the way through before beginning to scale/measure.”*** Many times, you can prevent an error or save yourself clean-up time by understanding the entire process before starting or asking questions if something is unclear.

Make sure to clean each work area immediately when you are finished using it; do not leave a mess behind when you leave (Clean As You Go- CAYGO).

In order to keep all products the freshest possible, we follow a strict rotation system: First in, First out. The oldest product, the product to be used first, is always in the front and on the top. This goes for shelves, as well as racks in the freezer. When everyone follows this system, we will always serve an outstanding product!

Instructor will provide assistance in learning new methods and techniques as the variety of menu dictates. This course will follow the grading scale as outlined for final assigned letter grade.

## Course and Class Policies/Procedures

Faculty Member Course Specific Details:

Class will meet on Tuesdays 8:00 am – 2:00 pm. Classroom - CAPE 117

Hybrid class requirements may make it necessary for class competencies to be assigned online with out of class assignments as directed by instructor. It is your responsibility to check eLearn regularly for updates and due dates.

Every day will be a practical hands-on lab grade; grading rubrics for daily participation and lab are used to calculate points in each class. The focus will be placed on ability to follow directions, completing assignments and quality (appearance, texture, crumb, and taste).

## Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	Available by appointment
Library Information	Culinary Database: <a href="http://library.ws.edu/az.php?a=c">http://library.ws.edu/az.php?a=c</a>
Technical Support	None Apply
Web Addresses Resources	
Guidelines for Communication: Email, Discussion Posts, Chat	WS email, eLearn and Microsoft Teams will be the preferred methods for online communication

## Additional Course Requirements/Details/Information

### C.H.E.F. Event Requirements

(Culinary- Hands-on – Experience- First)

Each semester, students are **required** to participate in 20 hours of learning experience events as part of the culinary program. These hours earned through volunteering to participate in events outside of your scheduled classes. Multiple dates and times are available; students should only volunteer for events suitable to their class schedule. If a particular educational experience is either a course or degree requirement , or a voluntary extracurricular activity, you must decide whether to participate. However, if you choose not to fulfill the required amount of event hours, you may fail to satisfy the course or degree requirements. Each hour worked is valued at 5 points that will reflect in your overall

grade for class. All events completed in the present semester. Completion of half of required event hours are recommended before the mid-semester break, with the remaining hours to be completed prior to Finals Week.

Participation of C.H.E.F. events worked is reflected in your grade for all culinary classes; failure to complete event points will inflict up to a letter grade drop.

You may register for the events via a link provided on E-Learn (C.H.E.F. event Sign Ups link in content section of eLearn). When completing the sign-up form, please review the date & time for each event before agreeing to volunteer for the activity. You will be required to provide a valid e-mail address (not eLearn) when signing up for events. This e-mail address is to send a reminder notice at least two business days prior to the event. Each event will require a separate sign-up. If you sign-up for an event and are not able to attend, you must contact Deb Peachey (865-774-5817) a **minimum** of 24 hours in advance of the event.

## 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:
- On Time for class
- Appropriate conduct & language
- Teamwork
- 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 are 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 \(opens in new window\)](#)  
[ws.edu/academics/humanities/writing-lab](https://ws.edu/academics/humanities/writing-lab)

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

[Walters State Mathematics Learning Lab \(opens in new window\)](#)  
[ws.edu/academics/mathematics/learning-lab](https://ws.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 \(opens in new window\)](#)  
[helpdesk.ws.edu](https://helpdesk.ws.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 \(opens in new window\)](#)  
[ws.edu/student-services/disability/](https://ws.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 \(opens in new window\)](#)  
[catalog.ws.edu/](http://catalog.ws.edu/)

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

[Walters State Facebook page \(opens in new window\)](https://www.facebook.com/WaltersState/)  
<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](https://twitter.com/waltersstate)  
<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 \(opens in new window\)](https://ws.edu/set/)  
[ws.edu/set/](https://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 \(opens in new window\)](#)