SUMMER SINGAPORE 2014 Course Outline and Schedule
FAB 467 Section times: 8:30 am to 2:00 pm and 3:00 pm to 8:30 pm
A 1 hour lunch or dinner break will be scheduled for each lecture class period; times will vary for operational function days. If you find you need additional time for breaks please ask your section instructor.

Class/Day
Class 1: Monday, June 9th

ORIENTATION ALL DAY

Class 2: Tuesday, June 10th
• Student and Instructor Introductions
• Course Introduction, Goals/Expectations and Syllabus Review
• Uniform Requirements and Tools Needed For Class
• Uniform Distribution and Fitting
• Nametags
• Sanitation Review
• Kitchen and Dining Room Tour
• Dining Room Stations and Department breakdown
• The Menu: The center of operations, Work flow, Equipment, Timing, and related issues
• Beverage Menu specials discussed

LUNCH/DINNER BREAK
• Team Selection Activity
• Select Team Themes
• Review Product List for Menu Development
• Development of Mission Statement/ Establishing Norms / Management Team Positions Descriptions/ Objectives
• POS system Introduction/training/Lab work requirement
• Training Manual Expectations
• Blackboard use questions for the Hotel College. Posting information, Access, etc.
• Question and Answer session

Homework due for next class:

Individual:
1. A copy of your current resume including a headshot photo in the upper right hand corner. It should not be more than 1 page. Please bring this to class on Wednesday, June 11th.
2. Read you Syllabus carefully: There will be an exam based on your syllabus on Wednesday, June 11th.
3. Read “At your Service”, PowerPoint’s posted on BlackBoard: Your exam will be on Thursday June 12th and it will be based on these presentations.
4. Review the POS assignment for remote access, mandatory time working with the POS must be completed before our first service on June 17th by the end of class.
5. Each student must draft their own individual Themed Menu Ideas to include:
   1 soup, 1 salad, 1 appetizer, 1 entree and 1 dessert within the selected theme for your event. This is a total of 5 recipes per person and they must come from one of the cookbooks listed below unless otherwise advised by your instructor. No internet sourced recipes are accepted. Recipes will be required at the start of class on Wednesday June 11th for menu development. Please bring a copy of the book your team selected to class on the 11th. The UNLV library or your instructors have a selection of these cookbooks on hand for reference and 24 hour checkout. There are not enough books available for each group to use the same one, for best selection go to the library early. There can be no repetition among your team members in their recipe selection.
   Management Team will select the specials from these menus with guidance from their instructors in class on Wednesday the 11th.
Books to be used for recipe selection:
*Modern Batch Cookery*, Victor Gielisse & Ron DeSantis
*Food for Fifty*, Mary Molt
*Cooking for Fifty*, Chet Holden

**Team:**
1. Meet with your team: Write Charter/Mission Statement, Group Operational Norms, Select Theme and member roles see page 11 of your syllabus for more details
2. Draft the poster that you will use to promote your event. Include menu, theme, date, time, and anything else that you feel is relevant. Samples will be provided and professional quality work is required. We will need a hard copy of your draft for class 2, June 11th for review by the class. The final poster due Friday June 13th.
3. Setup a Team Website for free at Wix.com to market your event, your team and the restaurant. This website will be your primary line of communication to your staff as managers and available for viewing by the administration at the UNLV Singapore campus. For team 1, your final website is due Tuesday, June 17th at the start of class. For all other groups your final website is due Wednesday, June 18th.

Teams will post on their team website the following items at a minimum prior to the due date. Items can be organized as you wish but should make for easy navigation by your instructor and peers when viewing.

- Team Name and Event Theme 5 points
- A photo of your management team members 5 points
- Management team resumes 5 points
- A copy of your poster which should include the date and time of your event 5 points
- Team Charter to include your Mission/Vision Statement 10 points
- Employee training manuals 10 points
- Group PPT 5 points
- Menu and Recipes 5 points

*50 points possible*
Class 3: Wednesday, June 11th

- Collect Resumes 25 Points Possible (1 page with photo in top right hand corner results in full credit)
- Syllabus Quiz 25 Points Possible (Scantron sheets will be provided)
- Individual Menu Development assignment review with Instructors in a round table setting. Post on wall.
- Review Drafted Posters with the class for feedback
- Finalize Special Menu for each Management Team. (Executive and Sous Chef will cost this menu)
- Group Assignments / Job Descriptions discussed and written
- Pre-event Management Expectations: Management Team Dress Code/Budget/Start Times
- Menu Development and Costing Forms: Standardized Recipe Form/Pricelist/Requisition/Recipe Costing Form

LUNCH/DINNER BREAK

- Kitchen Equipment Operation Demonstrations: See Videos Posted Online.
- Kitchen Stations and Department Breakdowns
- POS system Training
- Introduction to service training
- Question and Answer Session

Homework due for next class:

Individual:

- Review PPT for “At Your Service” to prepare for Quiz #2 on June 12th.
- Enter individual recipes into provided recipe template (word document). 100 Servings Yield
- Enter individual recipes into provided costing template (excel document). 100 Servings Yield
- Executive chef and Sous Chef will work together to produce the actual event recipe conversions and costing to yield 100 Servings for the items that we will serve. They are not required to do the individual recipes but all other students must produce their own themed 5 menu item packet both costed and transferred into standard recipe template.

Access to Micros Training Server

- Open Remote Desktop Connection (start>all programs>accessories>remote desktop connection) or (search for remote desktop)
- In the field next to computer input 131.216.34.187
- Click on connect (you may get a security warning, click on yes)
- User Name: FAB 1 (there are 20 users setup, each beginning with FAB and running FAB 1, FAB 2, FAB 3 etc.)
- Password: fab467
- Click OK
- Micros will begin to open. Give it a few moments.
- Your server # is 99 to enter the system. Now you may navigate the POS system
- When finished close out of Micros by clicking the "x" in the upper right corner
- Click YES to shut down
- Close out of Remote Desktop by clicking the “x” on the toolbar at the top of the screen

YOU MAY ALSO FIND USEFUL VIDEOS OF THE MICROS POS SYSTEM ON YOUTUBE.

Team:

- Continue to work on Team Event Poster
- Complete Draft Outline for your Service Training Manual
- Work on Pre-event Report
- Begin to put pre-event report into PPT for presentation to class on Tuesday, June 17th
- Print website link and bring to class for submittal to the instructor. Instructors will compile a master list of all websites and links to be emailed to your student peers as well as the administration in Singapore.
Class 4: Thursday June 12th  MIXER EVENT with UNLV STUDENTS and SINGAPORE STUDENTS (BDR 1:30-3:30pm)

• Quiz 2: PPT’s on Blackboard related from the book “At Your Service”.
  
  **25 Points Possible**
  
• Review of Final Posters draft for each management team: Bring a printed color copy 8 ½ x 11.
• Team Meetings: Review projects and answer pre-event report questions and review as needed
• Sample PPT presentation by instructors for events.

LUNCH/DINNER BREAK
• Service Training

Homework due for next class

**Individual:**
• Work on individual menu costing assignments; recipes, costing, and requisition all 5 items.
• Costing by Student Executive Chef for event should be finalized with the requisition

**Team:**
• Work to complete Management Team PPT Presentations for your event
• Finalize Team Event Poster and get final approval from instructor prior to printing
Class 5: Friday, June 13th

- Requisitions Due at the start of class
- Submit finalized event poster to instructor for printing
  
  **50 points possible**
- Service Training

LUNCH/DINNER BREAK
- Culinary Training

Homework due for next class

- Work to complete Management Team PPT Presentations for your event
- Complete your training manual
- Pre-Event Reports Due for all student teams. Includes photos of menu items and kitchen setup
Class 6: Monday, June 16th

- Dining room setup/layout practice and demonstration for all students

Break
- Do Kitchen Freezer pulls/ Culinary Teams for events on the 18th and 19th of June (Teams 1 and 2)
- Gather all FOH linen, decorations, china etc. for events on the 18th and 19th of June (Teams 1 and 2)
- Review Questions
- Reset room

Homework due for next class

- Complete Pre-Event Report for submittal at the start of the next class
- Complete PPT presentation for your event as you will present tomorrow
Class 7: Tuesday, June 17th

- Team 1 website completed
- Completed Pre-Event Report for submittal at the start of class
  150 points possible
- PPT Due: All groups review their event and Training Manual for their event. (20 minute presentations)
  50 points possible
- MICROS/POS training assignment due
  50 points possible

All Training Manuals to be completed and posted to your website.

If extra time is available it will be dedicated to the needs of team 1 and 2 as they prepare for their events.

**Homework due for next class**

Review your training manual for the service the following day. You will be expected to know what your role is as identified by your management team and the duties associated with that role. If you have questions please ask your managers as soon as possible.
### Class 8: Wednesday, June 18th
- Website printed screen shot due with link
  - 50 points possible
  - Team 1 Service
  - Theme: __________________________

#### Homework due for next class
Review your training manual for the service the following day. You will be expected to know what your role is as identified by your management team and the duties associated with that role. If you have questions please ask your managers as soon as possible.

### Class 9: Thursday, June 19th
- Team 2 Service
- Theme: __________________________

### Class 10: Monday, June 23rd
#### Setup and Preparation for Teams 3 and 4 Services

#### Homework due for next class
Review your training manual for the service the following day. You will be expected to know what your role is as identified by your management team and the duties associated with that role. If you have questions please ask your managers as soon as possible.

### Class 11: Tuesday, June 24th
- Team 3 Service
- Theme: __________________________

#### Homework due for next class
Review your training manual for the service the following day. You will be expected to know what your role is as identified by your management team and the duties associated with that role. If you have questions please ask your managers as soon as possible.

### Class 12: Wednesday, June 25th
- Team 4 Service
- Theme: __________________________

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**IMPORTANT NOTES:**
Starting on June 18th student management teams will begin their events. The themes will be filled in after they have been selected by each class section during the first week of class. We will try to avoid repletion of themes as much as possible.

For the events on June 18th and 19th student management teams will coordinate their events on Monday the 16th of June. On that day management teams will coordinate their Food, Beverage, Linen, Decoration, China and all other items related to their team services for that week. We have reserved Monday of weeks 3, 4, and 5 for organization and coordination of the remainder of the events by all management teams responsible for an event for that entire week.

Post Event Summaries will be due the day after your event at the start of class. Late reports will not be accepted.
Field Trip to Las Vegas Strip Properties

Setup and Preparation for Teams 5, 6 and 7 Services

Homework due for next class
Review your training manual for the service the following day. You will be expected to know what your role is as identified by your management team and the duties associated with that role. If you have questions please ask your managers as soon as possible.

Team 5 Service
Theme: __________________________

Team 6 Service
Theme: __________________________

Team 7 Service
Theme: __________________________

Setup and Preparation for Team 8 Service

Workbook due: 100 points possible
Banquet at Student Union 4:00 pm

NOTE: Syllabus/Schedule is Subject to Change by the Instructor of Record