

Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <u>https://catalog.uvu.edu/</u>

Semester: Spring 2025	Year: 2025
Course Prefix: CA	Course and Section #: CA 1120 001
Course Title: Cooking Skill Development	Credits: 5

Course Description

Teaches basic food service skills in a commercial kitchen environment utilizing standardized recipes and operational procedures. Strong emphasis on equipment safety, sanitation, station organization, mise en place, and product handling. Provides daily end-product critiquing. Emphasizes sanitary food handling practices and professional work habits.

General Topics covered in CA1120 include an Introduction to Culinary and Hospitality History, Standard Kitchen Operations and Sanitation, Kitchen Equipment and Tools identification, usage, cleaning, and maintenance, product receiving, storage, labeling, and handling, mise en Place, culinary terms, standardized recipes, scaling, and yields, etc.

Cooking Topics covered in CA1120 include Knife Skills, stocks, soups, Mother Sauces, principles of cooking, Cooking Methods: Dry Heat, Combination, and moist heat, Breakfast Cooking, introduction to Vegetables, Grains, Pasta, Starches, and Legumes, and introduction to Protein Fabrication.

Course Attributes

This course has the following attributes:

- General Education Requirements
- □ Global/Intercultural Graduation Requirements
- □ Writing Enriched Graduation Requirements
- ☑ Discipline Core Requirements in Program
- □ Elective Core Requirements in Program
- □ Open Elective
- Other: Click here to enter text.

Instructor Information

Instructor Name: Joseph McRae CEC,CEPC

Student Learning Outcomes

Students will, with a minimum of 70% accuracy, complete the following:

1. Identify and demonstrate correct methods in using and cleaning standard professional kitchen equipment.

- 2. Demonstrate proper methods to adjust recipe yields, cost recipes, and determine selling prices.
- 3. Demonstrate the proper use of standard culinary terms and standardized recipes.
- 4. Demonstrate and identify the setup of proper mise en place, tools, and equipment to coincide with daily production associated with the Professional Kitchen.
- 5. Identify standard industry products utilized. Demonstrate daily receiving process, inspection, storage, rotation, labeling, and handling associated with the Professional Kitchen.
- 6. Demonstrate, produce, and evaluate proper knife skills preparation and cutting techniques utilizing fresh vegetables, starches, and fruits.
- 7. Explain, produce, and evaluate classical and contemporary Mother sauces and stocks typically used in a commercial food service kitchen.
- 8. Describe, demonstrate, produce, and evaluate a variety of soups from each category.
- 9. Demonstrate, produce, and evaluate proper methods for cooking and serving assorted proteins, vegetables, and starches using moist, dry, and combination methods.
- 10. Demonstrate the ability to fabricate poultry properly, flat and round fish.
- 11. Identify, produce, and evaluate breakfast cookery items, such as meats, eggs, breakfast products, and battered products.
- 12. Identify the role sustainability plays in the Professional Kitchen.

Course Materials and Texts

On Cooking, 6th Edition

Labensky, Hause, Martel – Pearson Pen; Black Sharpie Marker; Thermometer; knife kit

Course Requirements

Course Assignments, Assessments, and Grading Policy

		DAILY LAB (GRADE RUBRIC			
Attendance						
Class Attendance If you are absent you will receive a zero for the day. If you are more han 30 minutes late, then you will be considered absent.	5 pts Excellent On time for designated class start.	0 pts Unacceptable Late to class.				5
Professionalism, Appearan	ce, Dress Code				· · ·	
	5 pts	4 pts	3 pts	2 pts	0 pts	
Cleanliness and Personal Hygiene	Excellent Uniform is spotless and impeccably clean. Demonstrates excellent personal hygiene.	Good Uniform is clean, with minor stains or creases. Good personal hygiene, with minor lapses.	Satisfactory Some visible stains on the uniform. Adequate personal hygiene, with noticeable lapses.	Needs Improvement Uniform is visibly dirty. Poor personal hygiene, affecting the overall impression.	Unacceptable Uniform is soiled and unsuitable for a culinary environment. Unacceptable personal hygiene standards.	5
Uniform	5 pts	4 pts	3 pts	2 pts	0 pts	
You will not be allowed into the kitchen if you are missing a hat or have the incorrect shoes. If you can't do your lab work in the kitchen, then you can't receive a grade for the day.	Excellent Wearing complete and correct uniform including chef coat, pants, apron, hat, thermometer, sharpie.	Good Missing one element of the uniform.	Satisfactory Missing two elements of the uniform.	Needs Improvement Missing three elements of the uniform.	Unacceptable Not wearing essential uniform components.	5
Sanitation	1	r				
Food Safety and	20 pts	15 pts	10 pts	5 pts	0 pts	
Sanitation As a prerequisite and to permit entrance to this class, you are required to obtained either a Utah Food Handlers Permit or a ServSafe Food Manager Certification.	Excellent Adheres to all Utah Food Handlers Permit guidelines.	Satisfactory	Needs Improvement 2 sanitation infractions	Unacceptable 3 sanitation infractions	Unacceptable 4 or more sanitation infractions	20
Attitude/Teamwork/Initia	tive	4				
	10 to >7.0 pts	7 to >4.0 pts	4 to >2.0 pts	2 to >0 pts		
	Excellent	Satisfactory	Needs Improvement	Unacceptable		
Enthusiasm and Proactiveness	Exceptional enthusiasm and energy. Eager and proactive, takes initiative without being asked.	Eager worker with genuine interest. Actively participates and enjoys daily challenges.	Interest varies, generally needs motivation. Participation is inconsistent, requires encouragement	Constant motivation needed, poor attitude. Unwilling to start tasks without directive or urging.		10
	10 pts	8 pts	6 pts	2 pts	0 pts	
	Excellent	Satisfactory	Average	Needs Improvement	Unacceptable	
Team Collaboration This refers to both the overall kitchen cleanliness throughout the lab period and an individuals contribution to the class. (Some of this metric depends on the overall cooperation of the class where equipment and space belongs to the class and not one individual.)	Students consistently maintain a well- organized kitchen workspace, including proper equipment sanitation before and after use, minimizing the risk of accidents and promoting efficiency. Actively concerned and involved with teammates. Works hard and collaborates seamlessly.	Students generally keep the kitchen organized, and equipment sanitation is observed, but some instances of oversight are noted. Participates in teamwork, cooperates with teammates.	Generally interested but lacks motivation to cooperate and assist teammates consistently.	Students often neglect kitchen organization and equipment sanitation, posing potential safety hazards. Poor cooperation and assistance to teammates, requires constant attention and urging.	Students consistently disregard kitchen organization and equipment sanitation. Student leaves group work for others to complete.	10

	15 pts	11 pts	7 pts	3 pts	0 pts	
	Excellent	Satisfactory	Below Average	Needs Improvement	Unacceptable	
	Student maintains a		Student neglects to	Student frequently	Student consistently	
Markatation	clean and organized	Student maintains a	maintain an organized		disregards food handling	
Workstation	workstation, minimizes	reasonably organized	workstation or risks	U	guidelines and shows an	
Organization and Mise	the risk of	and clean workstation,	contamination and	risks contamination and	excessive lack of	15
En Place	contamination, and	with occasional lapses	safety hazards. Student	safety hazards or after	organization at the	
	ensuring food safety.	in practice. Performs	needs multiple	, warning. Student needs	workstation. Student	
	Student has superior	duties without needing	reminders of instruction	multiple reminders of	lacks drive or a sense of	
	attention to detail and is	constant guidance.	and show a lack of	instruction and show	urgency. Student	
	driven to constantly	-	personal preparation for	mediocre personal	constantly needs	
oductivity & Quality of V	Nork					
	20 pts	15 pts	10 pts	5 pts	0 pts	
	Excellence	Above Average	Average	Good	Needs Improvement	
Productivity	Completed two of the			Student is missing one of	Student is missing two	20
	extra tasks for the day	Completed one of the	1 0	the assigned tasks for	or more assigned tasks	
	or an elevated task.	extra tasks for the day.	tasks for the day.	the day.	for the day.	
	10 pts	9 pts	6 pts	4 pts	0 pts	
	Exceptional	Proficient (7-9 points)	Basic (4-6 points)	Limited (1-3 points)	Unsatisfactory	
	Demonstrates outstanding use of	Shows solid proficiency in fundamental techniques and methods. Competently	Displays a basic understanding of essential skills but may	Shows limited ability in executing fundamental	Fails to demonstrate basic culinary skills.	10

DAILY LAB STRUCTURE: DAILY SCHEDULE: (subject to change with notice)

DAILY CURRICULUM OUTPUT:

8:00 am 8:05 am - 8:45 am 9:00 am - 9:45 am 9:45 am - 1:15 pm 1:15 pm - 1:25 pm 1:25 pm - 1:35 pm 1:35 pm _ 2:30 pm	Roll and inspection (you are late at 8:01 am) Class lecture and learning opportunities. Instructor Lab/Lecture and Product Demonstration Daily Production Review of Daily Curriculum Family Meal Clean and organize the kitchen.
2:30 pm	Dismissal

facility

** We will be stopping multiple times during the lab session to clean and sanitize the

This class is organized so that students who can complete more dishes will have the opportunity to do so, while those who wish to move more focused will be required to finish only the assigned dish. **You will not be graded on how fast you are!** If a student does a beautiful job on one dish and another student produces a lot of subpar dishes, they will be graded accordingly. Each student should feel comfortable with constant, gentle pressure to improve, otherwise known as stress.

CANVAS: Everything about this class is outlined here and in Canvas. You are responsible for keeping up with all assignments, independent study, journals, quizzes, etc. ALL WORK IS DUE AT ITS DESIGNATED DUE TIME AS OUTLINED IN CANVAS....

.....<u>NO LATE WORK/SUBMISSIONS WILL BE ACCEPTED</u>

Please make sure you connect your email address to your UVU email address. All communication from me will be done through Canvas.

BOOK PROJECT: This project is two parted:

Part One: Reading

Read the first section of THE SOUL OF A CHEF by Michael Ruhlmann *(provided by Chef)*

This section is about the Certified Master Chef (CMC) Examination, one of the most grueling challenges a chef can face. The CMC certification from the American Culinary Federation is the highest designation bestowed upon a chef in the United States of America.

Part Two: Assignments

Assignment Part One:

Write a summary of your interpretation of the section of the book. How would it affect you if it did? After reading this section, do you have any other thoughts or "takeaways"?

Assignment Part Two:

In this section, the author, Michael Ruhlmann, makes a statement about whether he believes "cooking" is an "*Art or a Craft,*" and I'd like to think he is talking about cooking in a professional setting. The second part of this assignment is to answer that question yourself, and I will pose it to you this way.... Is being a professional chef or pastry chef and creating/presenting amazing food products/dishes to and for the public an art form or a craft/skill?

Research the matter however you choose, use your personal experiences, and utilize your experiences in the program so far to help you decide. THEN, pick a side and DEFEND it in writing. Please explain why you feel it is ONE or the OTHER. Maybe analyze the difference between each. No fence-sitting. It's either an art or a craft, so explain why you believe it is that in detail. Don't play the middle and lobby for both.

Then, create a document that includes complex, detailed answers to both parts of the assignment. This document should be a Word or PDF doc and uploaded to Canvas as outlined. It should be appropriately formatted, well written, and any length that you think is required to make your case and defend it correctly.

JOURNAL:

A weekly student journal is required for CA 1120 and will be reviewed weekly. Journal entries must be uploaded as a *Word document* directly onto Canvas. Please follow the journal template/samples given in the CA handbook, available on Canvas in the files folder. Keep all journal entries class-specific, factual, objective, and valuable. No useless, non-essential information is required. Journals are for YOU. It should include USEFUL details you can and will access in 3-5 years. Your daily DLO handout should be the basis for your journal entries. You will lose points if your journal does not include *critical information*, such as the ratio of flavoring liquid/acid in a butter sauce reduction. Examples of acceptable journal entries are in the Canvas files folder.

QUIZZES:

Quizzes will be on Canvas on the date. Each quiz will be based on the chapters outlined in the Weekly Learning Opportunities listed below in the course details. The purpose of this class is for you to learn information essential for you as you work in industry. **FINAL WRITTEN EXAM:** A comprehensive written exam will be given on the last day of class. It will cover all materials outlined in all independent work assignments and the materials covered in the lab.

FINAL PRACTICAL EXAMS:

There will be one comprehensive practical examination towards the end of the block. It will cover all the materials covered in the lab during the block. It will be a compulsory evaluation of all cooking skills, butchery, and knife techniques learned over the block. Details will be provided several days before the exam.

EVENT COMMITMENT: UVU is committed to engaged learning. Being involved in CAI catering fulfills this *and* allows students to see classroom learning applied. I hope you will achieve this and learn as much as possible from the events you participate in.

Each student is required to accrue a minimum of 7.5 hours of CAI catering service during the block. **These hours are more than those for mandatory days, as noted in the syllabus and by the instructor**. (During mandatory days, students will arrive and work as a class.) The service time sheet must be completed, signed by the supervising chef, and submitted as outlined in Canvas. This will be 5% of your total class grade. You may receive partial credit for hours completed.

The student must sign up for and keep track of their hours and then submit their completed forms to their instructor.

Available catering opportunities will be posted in Canyon Park's main office and the catering manager's office at the UCCU Events Center.

If you do not show up to a catering event that you have signed up for, you will only be eligible for 2.5% of the catering grade.

INSTRUCTOR: Resp	ect everyone in the class, including the instructor.
EXPECTATIONS:	Attend every class prepared for class (including completed reading assignments, required tools, and scaled recipes needed for the class). Appropriately conduct yourself while in class, including giving the instructor your attention during lectures and demonstrations. Agree to do the work as outlined on Canvas on time.
	Acknowledge that previous academic preparation (ex., writing, and math skills) will affect your performance in each course.
	Acknowledge that your perception of effort is insufficient to justify a distinguished grade and that you must earn a grade.
	You will not plagiarize or otherwise steal work from others.
	Take personal responsibility when things go south; do not make excuses or
	blame others.

Required or Recommended Reading Assignments

BOOK PROJECT: This project is two parted: **Part One: Reading** Read the first section of THE SOUL OF A CHEF by Michael Ruhlmann *(provided by Chef)* This section is about the Certified Master Chef (CMC) Examination, one of the most grueling challenges a chef can face. The CMC certification from the American Culinary Federation is the highest designation bestowed upon a chef in the United States of America. **Part**

Two: Assignments Assignment Part One: Write a summary of your interpretation of the section of the book. How would it affect you if it did? After reading this section, do you have any other thoughts or "takeaways"? Assignment Part Two: In this section, the author, Michael Ruhlmann, makes a statement about whether he believes "cooking" is an "Art or a Craft," and I'd like to think he is talking about cooking in a professional setting. The second part of this assignment is to answer that question yourself, and I will pose it to you this way.... Is being a professional chef or pastry chef and creating/presenting amazing food products/dishes to and for the public an art form or a craft/skill? Research the matter however you choose, use your personal experiences, and utilize your experiences in the program so far to help you decide. THEN, pick a side and DEFEND it in writing. Please explain why you feel it is ONE or the OTHER. Maybe analyze the difference between each. No fencesitting. It's either an art or a craft, so explain why you believe it is that in detail. Don't play the middle and lobby for both. Then, create a document that includes complex, detailed answers to both parts of the assignment. This document should be a Word or PDF doc and uploaded to Canvas as outlined. It should be appropriately formatted, well written, and any length that you think is required to make your case and defend it correctly. al setting. The second part of this assignment is to answer that question yourself, and I will pose it to you this way.... Is being a professional chef or pastry chef and creating/presenting amazing food products/dishes to and for the public an art form or a craft/skill?

General Description of the Subject Matter of Each Lecture or Discussion

~~ Weekly Lab Schedule (WLS)

Spring 2025 01

Subject to change (with notice) based on events and scheduling: This is a ROUGH outline. Details will be provided on a Daily Learning Opportunity sheet (DLO) distributed each morning before class by the instructor.

WEEK 1: INTRODUCTION

Day 1 WELCOME: Introductions

Student Round Table, learn names, student backgrounds Instructor Introduction and Background, Q&A

Class Business: CAI Handbook review and sign off Syllabus Review and sign-off Equipment Training and checklist

Discussion: Uniforms, Inspections, Cleaning & Sanitation Food Receiving, Storage & Labeling; Recycling Mise en Place

Product Identification

Herbs, Spices, Vinegar tasting; Salt tasting Kitchen Cleaning, sanitation, trash, organization, etc. Scavenger Hunt in the Kitchen (for a perfect score for the day)

Day 2: Discussion & Demo:

Professionalism – Chapter 1 – History/Background Kitchen Station Set-Up Mise en Place- defined and practiced, how it will be measured Fat discussion: Canola/Whole Butter/Clarified/EVOO The Basics: Peeling Carrots / Onions / Shallots/ Garlic/ Potatoes Storing peeled potatoes

Chopping Garlic – Brunoise Shallots Storing chopped garlic and shallots Cleaning Leeks and storing Mirepoix- Differences, why and when to use Herbs from Identification (yesterday) Washing and storing herbs by designation (delicate- hea Picking and chopping herbs Chiffonade of Basil	arty)
Knife Cut Demo:	
Potatoes: Large, Medium, Small Dice, Brunoise, Batone	_
ienne	-,
Day 3: Discussion & Demo:	
Review of Day 2: Sanitation Discussion, Time & Temperature Ab Knife Cuts:	use
Sliced Onions – Julienned Onions	
Julienne Leeks – Bias Leeks – Leek half-moons and dice	
Carrot Rondelles – Paysane – obliques	
Peppers: processing for diced, julienne, chopped	
Potatoes: Tourne – Chateau	
Chicken Fabrication: Standard CAI process – Spatchcock – Halve	S-
arters	

WEEK 2:

Day 1:	Chicken Fabrication – Trussing White Stock Process (Chicken) - Teams
	Brown Stock Process (Veal) – Teams
	Veg Stock Process - Teams
	Knife Cuts
	Squash: Batonee; Julienne; Dices; Tournee
	Avocado: How to clean, slice, dice, etc.
	Tomato: Peeling, seeding; Julienne, Dice, Concasse
	Mushrooms: Types ofCleaning, storing, slicing, quartering,

dicing

Day 2:	Chicken Fab
	Veal 2 (remouillage)
	Knife Cuts:
	Citrus: Zest/ micro plane zest; Zester zest; Peeler julienne zest Supremes, process and storage
	Mango: Peel; julienne; dice
	Pineapple: Peel; Utilize tops/cores; Halves; wedges; diced;
chunks, slices	
	Melon: Peeling, cleaning, wedges, slices, diced, etc.
	Apples (Pears or other): Peeling; cleaning; wedges; slices; diced;
etc.	
	Rice/Bean/Grain Processes:
	Pilaf Process: Basic Rice Pilaf- CP Way
Day 3:	Chicken Fab

	Stocks / White and Brown Knife Cuts (TBD) Dry Heat Cooking Introduction: Roasting Trussed Chicken (Teams) Sauté Chicken Breast – Grilled Chicken Breast Thickening Agents: Roux; Slurry Mother Sauces:
	Brown Sauce (Espagnole) Team Production
	Rice Pilaf revisited; add flavoring
WEEK 3:	
Day 1	: Brigade Inspection
	Mise en Place, Stocks, Knife Cuts, Chicken Fabrication
	Soups: Clear Soups; Chicken Noodle; Beef Barley; Chicken Bouillon,
Conse	ommé
	Thickening Agents: Roux; Slurry; Liaison; Puree; Others
	Mother Sauce: Tomato Sauce
Dav 2	: Brigade Inspection
	Mise en Place, Stocks, Knife Cuts, Chicken Fabrication
	Mother Sauce: Velouté & Bechamel
	Thickening Agents: Roux; Slurry; Liaison; Puree; Others
	Soups: Thick Soups: Leek Puree Soup; Cream of Tomato Soup;
	Potato & Cheese Soup with Bacon
Day 3	Brigade Inspection
	Mise en Place, Stocks, Knife Cuts, Chicken Fabrication, Soups
	Mother Sauce: Hollandaise & Butter Sauces
	Dry-Heat Cooking: Sautéing & Grilling (Chicken, Vegetables and
Potatoes)	
WEEK 4:	

Day 1: Brigade Inspection

Mise en Place, Stocks, Knife Cuts, Chicken Fabrication, Soups Soups: Other Soups; Bisques; Cultural; Cold Soup Dry-Heat Methods: Frying all methods: Breading, Batters, Dredging With Proteins, Vegetables and Potatoes/other Sautéing and Grilling Revisited as needed

Day 2: Brigade Inspection

Mise en Place, Stocks, Knife Cuts, Chicken Fabrication, Soups Moist-Heat Cooking: All methods and styles Boiling, Blanching; Parboiling, Steaming, en papillote With Proteins, Vegetables and Potatoes/other Stewing Method: With Proteins, Vegetables and Potatoes/other

Day 3: Brigade Inspection Mise en Place, Stocks, Knife Cuts, Chicken Fabrication, Soups Breakfast Cookery:

		Eggs all cooking methods: Omelets, Fried, Poached, Boiled, Baked, Frittata, etc. Breakfast meats: Bacon, Sausage, Hams, etc. Pancakes; Crepes; Blini's; Waffles Quiche/Custards, Shirred, Cottage, etc. Cereals & Grains Breakfast service methods
WEEK 5	:	
	Day 1:	Brigade Inspection
		Mise en Place, Stocks, Knife Cuts, Chicken Fabrication, Soups Combination Cooking Method: with Protein, Vegetables and Starches Braising, Poeleing, etc.
		Risotto Method: Blanching and finishing Risotto
	Day 2:	Brigade Inspection
	Methods	Mise en Place, Stocks, Knife Cuts, Fabrication; Soups, Cooking
	Methous	Combination Cooking Method: with Protein, Vegetables and Starches Round Fish Fabrication: UT Red Trout Butterflied, Steaks, Fillets, Portioning, etc.
		Degree of doneness: Cook with all the cooking methods
	Day 3:	Brigade Inspection
	Mathada	Mise en Place, Stocks, Knife Cuts, Fabrication; Soups, Cooking
	Methods	Combination Cooking Method: with Protein, Vegetables and Starches
	revisited	Flat Fish Fabrication: Dover Sole - Petrale Sole
	nouniattas	Prepare to cook whole; double fillets, single fillets; Portioning;
	paupiettes	Degree of doneness: Cook with all the cooking methods
WEEK 6	Day 1.	Drigo do Inspection
	Day 1.	Brigade Inspection Mise en Place, Knife Cuts, Soups, Sauces, Fabrication, Cooking
	Methods	
		Pasta, Beans & Grains: All cooking Methods: Simmering; Pilaf & Risotto Dry Pastas (Linguini, Penne, Fettucine); Dry Beans (Black, Kidney,
	White)	Craine (Outring Form Bulleur)
		Grains (Quinoa, Faro, Bulgur) Preparing Stock for consommé: Onion Brulé, etc. Brown Chicken Jus
	Day 2	Brigade Inspection
	Mathada	Mise en Place, Knife Cuts, Soups, Sauces, Fabrication, Cooking
	Methods	Vegetables: Roasting Peppers, Garlic, Onions, etc. Prepare multiple vegetables with ALL cooking methods &
	techniques	Consommé: Chicken Consommé Double Process start to finish

	Clarification, garnishing & service styles
D Methods	ay 3: Brigade Inspection Mise en Place, Knife Cuts, Soups, Sauces, Fabrication, Cooking
	Potatoes: All types prepared using all cooking methods Mealy, Waxy, Tubers, Specialty, etc. Prepared with all the cooking methods
WEEK 7	
D	ay 1: Brigade Inspection & Mise en Place
	Review Day 1 Mather Source: Volcute: Bachamal: Tomate: Economics
Hollandai	Mother Sauces: Veloute; Bechamel; Tomato; Espagnole; se; Butter
D	ay 2: Brigade Inspection & Mise en Place Review Day 2
	Fabrication: Chicken; Hen; Trout; Sole
	Dry-Heat Methods: Saute; Grill; Roast; Bake; Fry; Broil; Barbecuing
	All proteins, Vegetables and Starches
	Finish with Mother Sauces from Day 1
D	ay 3: Brigade Inspection & Mise en Place
	Review Day 3
	Fabrication: Chicken; Hen; Trout; Sole
	Moist-Heat & Combination Methods:
	Boil; Poach; Simmer; Steaming; Stewing; Braising, en papillote; etc All proteins, Vegetables and Starches
	Finish with Mother Sauces from Day 1
WEEK 8:	
D	ay 2: FINAL PRACTICAL EXAM - PRACTICAL INDIVIDUAL DAY ONE
-	
D	ay 3: FINAL PRACTICAL EXAM - PRACTICAL INDIVIDUAL DAY TWO

Required Course Syllabus Statements

Generative AI

AI programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you. The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;

- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

• Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.

• Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.

- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, please reach out to me for a conversation before submitting your work.

Using Remote Testing Software

 \boxtimes This course does not use remote testing software.

□ This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

Required University Syllabus Statements

Accommodations/Students with Disabilities

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancyrelated conditions may contact UVU <u>Accessibility Services</u> at <u>accessibilityservices@uvu.edu</u> or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at <u>DHHservices@uvu.edu</u>

DHH is located on the Orem Campus in BA 112.

Academic Integrity

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the

community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their <u>rights and responsibilities</u>. In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in <u>UVU Policy 541: *Student*</u> <u>Code of Conduct</u>.

Equity and Title IX

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – <u>TitleIX@uvu.edu</u> – 800 W University Pkwy, Orem, 84058, Suite BA 203.

Religious Accommodation

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at <u>accessibilityservices@uvu.edu</u>. If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a <u>specially dedicated</u> <u>space</u> for meditation, prayer, reflection, or other forms of religious expression.