

RESTAURANT AND FOODSERVICE MANAGEMENT/CULINARY ARTS CURRICULUM

(Lecture/Lab, Knowledge/Skill Focus, Site Visit)

All secondary and post-secondary restaurant/foodservice instructors are invited to take part in the 2007 NRAEF Summer Institutes—intensive workshops delivered by industry experts focused on providing varying levels of skills training to educators pursuing professional development within the industry.

The goal of the NRAEF Summer Institutes is to provide educators with a forum to learn cutting-edge skills, which they can then take back to the classroom and teach their students to prepare them for a rewarding career in the restaurant and foodservice industry.

After passing the certification test for all three levels of instruction, completing 120 hours of industry work experience, and fulfilling the other requirements, educators receive a Certified Secondary Foodservice Educator (CSFE) certificate that may help satisfy continuing education and/or certification/credential requirements of state and local school districts (please see back panel for certification requirements).

REGISTRATION

1. Online at www.nraef.org/prostart/teachers
 2. By phone at 312 715 1010 ext.701
 3. By mail at:
National Restaurant Association Educational Foundation
37020 Eagle Way
Chicago, IL 60678-1370
- If you need more detailed information regarding registration, please call 800 765 2122 ext.311.

ACADEMIC CREDITS

Check for a listing of schools and their contact information on the NRAEF Web site, www.nraef.org/prostart/teachers/development/credit.asp. You must contact the school directly about cost, registration, and any other requirements.

FUNDING

Most states do have funds for professional development. These include: state or district Perkins funds, state family and consumer science funds, district professional development funds, and/or school principal discretionary funds. The NRAEF also offers a limited number of Professional Development Scholarships for Educators.

For information on this scholarship opportunity, please visit the NRAEF Web site, www.nraef.org/scholarships.

SITE INFORMATION

For information about lodging/housing, class schedules, dress codes, travel, directions, and other questions, please visit the NRAEF Web site, www.nraef.org/prostart/teachers/institutes.asp.

DISCLAIMER | The NRAEF reserves the right to cancel any sites due to an insufficient number of participants.

DUE **MAY 25** 2007

REGISTRATION FORM **SIDE B**

Select the session you will be attending *(scheduled sites as of October 2006)*

LEVEL 1
basic

- June 24–29, 2007**
The Cooking and Hospitality Institute of Chicago
Chicago, IL
SILL1
- July 8–13, 2007**
University of South Carolina
Columbia, SC
SISC1

LEVEL 2
advanced

- June 24–29, 2007**
Orlando Culinary Academy
Orlando, FL
SIFL2
- July 8–13, 2007**
Johnson & Wales University
Denver, CO
SICO2
- July 15–20, 2007**
California State Polytechnic University
Pomona, CA
SICA2

LEVEL 3
mastery

- June 17–22, 2007**
Art Institute of Atlanta
Atlanta, GA
SIGA3
- July 15–20, 2007**
Washington State University
Pullman, WA
SIWA3

PREREQUISITES

NRAEF Summer Institutes must be taken sequentially. Applicants must have completed Level 1 training before taking Level 2, and Level 2 training before Level 3. There is a waiver available for applicants holding an undergraduate degree in Hotel & Restaurant Management or Culinary Arts for Level 1.

INSTITUTE FAST FACTS

The NRAEF Summer Institutes registration fee of \$675 includes the following:

- Five days of instruction
- Classroom and lab supplies
- Kitchen tool kit (starter kit for Level 1 only)
- Instructional materials (in print and online)
- Opening reception
- Tour of an industry site
- Breakfast, lunch, and snack breaks each day

Please note:

- 1 Extra meals, transportation, and hotel costs are the responsibility of the attendee.
- 2 Individuals wishing to repeat any level will be accepted on a space-available basis. At the close of registration, May 25, 2007, such individuals will be notified.
- 3 Registered participants wishing to transfer to another location must contact the NRAEF at 800 765 2122 ext.311 or syoung@nraef.org by April 20, 2007.

LEVEL 1 *basic*

This session begins with an overview of the restaurant and foodservice industry and includes valuable information about career opportunities for your students. Explore dining room service and skills and gain in-depth knowledge of culinary basics, from *mise en place* through cooking methods.

Topics covered include:

- Restaurant/foodservice industry overview
- Career opportunities: foodservice and lodging
- Dining room service skills
- Food safety
- Culinary basics
 - *Mise en place*
 - *Weights and measures*
 - *Knife skills*
 - *Equipment use*
 - *Herbs and spices*
- Basic cooking methods: dry and moist heat
- Preparing students for competition

LEVEL 2 *advanced*

Prerequisite: Completion of Level 1: Basic or waiver (Basic will be waived for participants with an undergraduate degree in Hotel and Restaurant Management or Culinary Arts. Copy of diploma required for verification.)

Level 2 begins with an exploration of purchasing and its function in a foodservice establishment. Discussions also cover marketing and promotion, baking, revenue management, and cooking fundamentals.

Topics covered include:

- Purchasing
- Types of dining service
- Food safety
- Marketing and promotion
 - *Suggestive selling*
 - *Merchandising*
- Introduction to baking
- Revenue management
- Cooking fundamentals
 - *Stocks, soups, and sauces*
 - *Salads and sandwiches*
 - *Meat and vegetable cookery*
- Preparing students for competition

LEVEL 3 *mastery*

Prerequisite: Completion of Level 2: Advanced

Garde manger—the cold kitchen—begins the final level in the series. This is followed with food plating techniques, more baking and pastry, and individual desserts. Math applications in foodservice are also covered. The course concludes with global cuisine, where participants learn about its history, ingredients, equipment, and cooking techniques.

Topics covered include:

- *Garde manger*
- Food safety
- Food plating
- Baking and pastry
 - *Baking equipment*
 - *Individual desserts*
- Math application
- Global cuisine
 - *History of cuisine*
 - *Variety of ingredients*
 - *Using unique equipment*
 - *Cooking techniques*
- Preparing students for competition

“The Summer Institutes helped my confidence and skill level immensely. Without the knowledge I gained during the classes, my students would not have a quality program. The networking opportunities with other culinary arts/hospitality teachers have been invaluable!”

Alice Boliek

DECATUR AREA TECHNICAL ACADEMY,
DECATUR, ILLINOIS

IMPORTANT

Purchase orders will not be accepted as payment for registration. Payment must be received at the time of registration. We will accept credit cards, checks and money orders. Please make sure you plan accordingly and request your payment in advance from your school district.

After you register, you will receive a confirmation letter within two weeks. If you do not receive this letter, please follow-up and contact the NRAEF at 800 765 2122 ext.311.

Any group registrations must have a registration form completed with each teacher's individual information.

CONTACT INFORMATION *(Please print clearly)*

To ensure that you receive information promptly, please fill in all the fields below. Please be sure to list your **home or summer address**, as you may receive communications after the school year ends. *All fields are required.*

First Name _____
 Last Name _____
 Home Mailing Address _____
 City _____
 State _____ ZIP _____
 Home Telephone _____
 Work Telephone _____
 Fax _____
 Home Email _____
 School Name _____

PAYMENT METHOD **FEE \$675**

(Payment is due at the time of registration)

Please check the form of payment:

- Check (make payable to the National Restaurant Association Educational Foundation)
- Money Order
- Credit Card
 - Visa
 - MasterCard
 - Diners Club
 - Discover
 - American Express

Name *(print)* _____
 Card Number _____
 Expiration Date _____
 Signature _____

Mail the completed registration form and payment to:

National Restaurant Association
 Educational Foundation
 37020 Eagle Way
 Chicago, Illinois 60678-1370

If, for any reason, you need to cancel your registration, please refer to the cancellation policy on the back page.

CANCELLATION POLICY

- A full refund will be given for cancellations made prior to May 11, 2007.
- There will be a \$65 refund processing fee for cancellations received after May 11, 2007.
- After May 31, 2007, no refunds will be issued.

To cancel your registration, follow the instructions below:

- 1 Call 800 765 2122 ext.311 or email syoung@nraef.org to provide notification of your cancellation.
- 2 You must follow-up with a letter notifying the NRAEF that you have cancelled your registration. Please include your name, the site at which you were registered, and the form of payment used to register. Mail the letter to:

*National Restaurant Association Educational Foundation
 Attn: 2007 NRAEF Summer Institutes
 175 W. Jackson Boulevard, Suite 1500
 Chicago, IL 60604-2814*

CERTIFIED SECONDARY FOODSERVICE EDUCATOR CREDENTIAL REQUIREMENTS

To be eligible to apply for the restaurant/foodservice instructor certification, the candidate should meet the following requirements:

- 1 Associate degree or equivalent from an accredited post-secondary institution.
- 2 Certified under contract with school district or temporary certified teacher under contract with the school district.
- 3 Complete the following levels of the NRAEF Summer Institutes and successfully pass the test for each level:
 - **LEVEL 1** *basic*
 - **LEVEL 2** *advanced*
 - **LEVEL 3** *mastery*
- 4 Complete 120 hours of industry work experience as outlined in the internship requirements.
- 5 Submit one unit lesson plan using the school district form.

For more information on restaurant/foodservice instructor certification, please visit the NRAEF Web site, www.nraef.org/prostart/teachers.

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2007
 NATIONAL RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION
SUMMER
INSTITUTES

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Find out why
 the NRAEF Summer Institutes
 are for you.