

# **Meal Management Project Requirements**

You are to prepare a meal for your family. Your meal must be served to several people, including at least one adult (parent, guardian, etc.) Each student will include the following components in their Meal Management project:

Your report will be computer generated (make use of the computers here on campus, if you do not have access to one at home or at a friends house). **DO NOT WAIT UNTIL THE DEADLINE TO START!** Give yourself plenty of time, technology can be unpredictable and you will lose points if your project is not turned in on the due date(s). *Use a variety of font styles and sizes if you wish, but your evaluation portion must not be any larger than a 12 font, double spaced, with no larger than 1" margins.*

## **Project requirements by section:**

1. **Cover** – Designed either by hand or computer generated, and presented in a “presentation” type binder or folder with three rings/brads and preferably a clear plastic cover.
2. **Title page**  
The following information should be centered on the page (top, bottom, left, right):
  - a) the name of your project
  - b) your name (as author)
  - c) the class name (Advanced Foods and Nutrition) and the period number
  - d) the date (final due date, or the date you turn it in)
  - e) teacher name (Mrs. Seifried)
3. **Table of Contents**  
This is a list of what’s in the report and where to find it. Following the overview outline. Remember the pages will vary from report to report depending on what you cook, how many recipes you have, and how many picture you take and include. So be sure to number the pages, then fill in the first number of the section in the table of contents.
4. **Meal Description, guest list, and menu**  
The meal description is a statement of your intent. What you plan to do, when you plan to do it, where you plan to do it, how you plan to do it (describe the setting, decorations, occasion, etc.), and who you plan to invite. It should be no less than one half page long, typed, and double spaced.
  - Your meal should be BALANCED according to the Food Guide Pyramid, with something from every group included.
  - Your meal should include the following:
    1. Salad or appetizer
    2. Main Dish or Entrée
    3. Accompaniment or Side Dishes (one starch and one vegetable)
    4. Dessert
    5. Beverage
  - When you set the table, be creative! Use what you have on hand. DO NOT insist that your parents/guardians buy anything new to complete this project. It is to include a center piece, napkins, silverware, dishes and glassware.

- Your guest list should include who you are inviting, their relationship to you, and why you decided to include them in this project.
- If you are celebrating a special occasion: birthday, anniversary, etc. tell me about it.

5. **Photographic documentation:**

You must take photographs of your every step. **Plan ahead!** Begin and complete your project well in advance, so you have time to develop your film (if necessary). If you don't have a camera, borrow, or buy a disposable with a flash. You must place the pictures in order of occurrence and include captions for each.

6. **Market Order:**

This is your complete grocery list. Divide it into two parts, those things which you already have on hand, and those you must purchase from the market. Use coupons and shop the advertised specials. **SHOP SMART!**

7. **Financial Records:**

In this section you must include the receipt from the grocery store and a list of the items you used from your kitchen with their cost. You will have to price out those items from your pantry when you go to the store. These prices will be used to calculate how much your meal cost per person. Calculate the cost per person and include it on this page.

8. **Recipes:**

You must include one typed recipe for each dish you prepare. Pretend that I have never cooked before and need directions for everything. Each recipe will be on a separate piece of paper.

9. **Work Plan/Schedule**

Develop a Work Plan/Schedule to be used to for the meal preparation. The plan must be detailed, and include times.

10. **Parent Evaluation Form:**

This is a combination numeric evaluation and written comment form. The written comment portion of this form is the **ONLY** part of this report that does not have to be computer generated. Without a fully completed form, numeric and written evaluation, you will not receive a grade. You will receive a copy of this form. You may have it duplicated so that each person eating your dinner may evaluate your project.

11. **Self Evaluation:**

You are required to write two to three, full pages (minimum), double spaced, 12 font, 1" margins, evaluative comment about your experience in completing this project. Tell me about how you felt before, during, and after this preparation and presentation of your meal. Be critical, be honest and tell me the story of your project. Be sure to spell check, and use proper grammar. Remember, any good essay has an introduction, a body, and a conclusion (minimum 5 paragraph essay format).

12. **Interim Due Date Page:**

Interim due dates are designed to keep you on track and to show me that you are not waiting to the last minute to start and complete this project. You will have 4 interim due dates that are worth 10 points each, and turning in the project on time is worth 25 points. **(On time is defined as on or before the due date.) DO NOT MISS YOUR DUE**

**DATES.** They come fast and can lower your grade by one complete grade level. (*refer to Interim Due Date Paper*)

13. **Bibliography:**

You must document your sources. The following are examples of each kind of reference:

**Oral Interview:** Name of person Interviewed, date, city interview took place

**Cookbook:** Name of cookbook (underlined), authors, publisher, print date, page number

**Magazine:** Name of article recipe found in (place in “quotes”), Name of Magazine, Date of publication: Month or volume number, page number

**Internet:** Name of website, date, web address

## MEAL MANAGEMENT PROJECT GRADING

<u>ITEM</u>	Points Value	Points Earned
Folder/Binder.....	5	_____
Cover Page: Computer generated.....	10	_____
Title Page.....	5	_____
Table of Contents.....	5	_____
Meal Description – written.....	5	_____
- guest list.....	3	_____
- menu.....	2	_____
Photographic Documentation (captions included).....	25	_____
Market Order: (include items to purchase/items on hand).....	10	_____
Financial Records.....	20	_____
Recipes.....	20	_____
Work Plan/Schedule (detailed).....	20	_____
Parent Evaluation Form: numeric w/comments.....	20	_____
Self Evaluation – Numeric.....	5	_____
- Essay.....	25	_____
Interim Due Date Page (must be included for credit).....	40	_____
Bibliography Page.....	5	_____
Project Deadline.....	25	_____
TOTAL.....	250	_____

Grades:

A	250 – 225
B	224 – 200
C	199 – 175
D	174 – 150

**MEAL PREPARATION PROJECT  
PARENT/GUARDIAN EVALUATION  
(20 POINTS)**

STUDENT NAME: \_\_\_\_\_

1. DATE THAT THE MEAL WAS PREPARED: \_\_\_\_\_

2. MENU AS SERVED BY YOUR STUDENT:

APPETIZER \_\_\_\_\_  
 SALAD \_\_\_\_\_  
 MAIN DISH \_\_\_\_\_  
 VEGETABLE \_\_\_\_\_  
 ACCOMPANIMENT \_\_\_\_\_  
 DESSERT \_\_\_\_\_  
 BEVERAGE \_\_\_\_\_

3. ON A ONE (1) TO FIVE (5) SCALE, PLEASE RATE THE FOLLOWING ITEMS AND ACTIVITIES RELATED TO THE PREPARATION OF THIS MEAL. CIRCLE THE APPROPRIATE NUMBER <sup>6</sup>

	<b>POOR</b>		<b>EXCELLENT</b>		
<b>ORDERLY PREPARATION</b>	1	2	3	4	5
<b>SERVICE</b> <small>(Was the hot food hot and the cold food cold?)</small>	1	2	3	4	5
<b>FLAVOR OF THE FOOD</b>	1	2	3	4	5
<b>PRESENTATION</b> <small>(How did it look on the plate?)</small>	1	2	3	4	5
<b>TABELSETTING</b> <small>(Was the table setting appropriate to the meal served?)</small>	1	2	3	4	5
<b>TOTAL CLEAN UP EFFORT</b>	1	2	3	4	5

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

OVERALL GRADE: (CIRCLE ONE)    A        B        C        D        F

4. **PARENT/GUARDIAN COMMENT (A MUST FOR CREDIT):  
(On reverse side or separate piece of paper)**

<sup>6</sup>Originally developed by Susan Sones California High School, Wittier, CA

