



CUL 277
SCWE Culinary Arts

Certificate: Culinary Arts Technology

Course Credits: 3 Semester Credit Hours

Text Book and Other Required Materials: completed application; Three ring binder for externship notebook
Appropriate Chef Attire

CATALOG DESCRIPTION:

Through a field externship / internship experience, students apply their technical knowledge, skills and professionalism in a working kitchen. Students have the opportunity to observe and participate in an operation related to their field of study, gaining practical work experience prior to graduation.

Prerequisite: advisor approval

HOS 277

Email Instructor only through main e-mail

_____ **Semester College Calendar**

Performance Objectives: Upon Completion of this course, the student should be able to do the following:

1. Adhere to established time frames for completion of work.
2. Analyze, prioritize, and sequence project and/or job-related tasks.
3. Adhere to established requirements and standards for completion of work.
4. Differentiate among career options in their chosen field.
5. Evaluate personal and professional skills and interest relative to their applications in possible career paths in their chosen professional field.
6. Conduct networking activities with pertinent industry groups, individuals, and/or associations.
7. Monitor the latest events and development in their chosen professional field.
8. Conduct one's self in a professional manner at the Externship site. This includes appropriate dress, language, and punctuality.
9. Demonstrate a willingness to learn.
10. Demonstrate motivation.
11. Maintain a code of professional ethics.
12. Work cooperatively with others to achieve a common goal.
13. Incorporate constructive feedback into subsequent tasks and/or project activities.
14. Identify alternative solutions to problems and select the best solution to problems.
15. Apply skills associated with their chosen field in a professional setting.
16. Recognize and adhere to safety policies and procedures in the work setting.

17. List specific goals to achieve during the course of the 15 weeks of externship, develop a plan how to reach those goals and demonstrate proof of attaining those goals.
18. Develop a SWOT analysis of the property to include a written performance evaluation.

Externship Standards

1. An externship can be done in any food establishment if it meets the following minimum standards:
 - a. Approved by the Chair of Culinary or Hospitality & Tourism department
 - b. Must work a minimum of 225 hrs over a period of 15 weeks
 - c. Must meet sanitation standards by demonstrating proper sanitation while working in the kitchen as learned in previous culinary lab classes.
 - d. Student must possess a Servsafe or equivalent sanitation certificate.
 - e. Must make a majority of the food preparation and menu items from scratch
 - f. Students may not work in the front of the house unless in a managerial position or a management training program
2. A student can continue at his/her place of employment for the externship if it meets the requirements of #1 and 12 hours a week are on a different station or the different area of the kitchen other than the one already part of the student's job.
3. Students may work no more than one externship within a 10 week period for more than one company unless given prior approval.

Course Attendance & Externship Policy

Students will submit a weekly timesheet or copy of their pay stub to the Departmental Chair upon completion of every 5 weeks of work for attendance purposes. These may be faxed to 843-470-8413. If this is not done so the department head will assume the student is no longer working their externship and will communicate 1 time to the student requesting the time sheets. If no communication is given the student will be terminated from the externship and will receive an "F" unless a "W" grade is posted first.

1. Students cannot miss more than 15% of scheduled work time during the 15 week externship. More than 33 hours missed of scheduled time will cause an F for the course. If time is missed then the student will be required to make-up that time in order to receive a passing grade. The course must be retaken, and appropriate fees apply.
2. A student who quits or is fired before the end of the course will receive an F. If an employer terminates an externship for reasons other than student performance, the student will receive an Incomplete (I).
3. It is not possible to change externships once employment begins. In the event of a serious problem, externship can be changed then, only if agreed upon by the Department Chair.
4. Previous work experience does not meet the requirements of the externship program for credit to be issued.
5. There are no excused absences.
6. There are no make-up grades for any of the above criteria. Extenuating circumstances affecting completion must be discussed with the immediate supervisor prior to being allowed to submit any projects late. Consequences of the failure to meet the above criterion will be at the discretion of the employer and the Department head or Externship Coordinator.

Class Operations – Hospitality, Tourism and Culinary Arts

Course Withdrawals and complete withdrawals

After the drop/add period, you may withdraw from a course by completing a withdrawal form in the Admissions office. Refunds are prorated according to TCL Refund policy. The last day to withdraw from a course and receive a grade of W is published on the academic calendar for each semester. If you withdraw, the grade of W will be entered on your academic record. This grade will not affect your GPA.

Faculty Availability

Full time and part time faculty in the Hospitality, Tourism, and Culinary Arts areas are available during their office hours to meet with students. Be sure to keep a record of this syllabus cover sheet of your instructor's office hours.

Accommodations for Students with Special Needs

The College will make reasonable accommodations for persons with documented disabilities. Students should notify the Counselor for Students with Disabilities (located in the Counseling and Career Development Office, Bldg 410, Room 210, Main Campus) and their instructor of any special needs. Instructors should be notified on the first day of classes.

Safety

For your safety, if you have a medical condition that results in seizures, blackouts, allergies, etc. (e.g. from Epilepsy, Diabetes), please inform your instructor. This information will be kept confidential. If you wish to seek accommodations due to a disability, please contact the Student Success Center.

Grading Criteria

INSTRUCTIONAL METHODS:	Experiential learning through active participation on job to include personal journals and projects.																		
GRADING:	<table><tr><td>Attendance</td><td>30%</td></tr><tr><td>Employer evaluation</td><td>15%</td></tr><tr><td>Student Journal</td><td>40%</td></tr><tr><td>Written final project</td><td>15%</td></tr></table> Grading Scale: <table><tr><td>91 – 100%</td><td>A</td></tr><tr><td>81 - 90%</td><td>B</td></tr><tr><td>71 – 80%</td><td>C</td></tr><tr><td>65 - 70%</td><td>D</td></tr><tr><td>Less than 65%</td><td>F</td></tr></table>	Attendance	30%	Employer evaluation	15%	Student Journal	40%	Written final project	15%	91 – 100%	A	81 - 90%	B	71 – 80%	C	65 - 70%	D	Less than 65%	F
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There are no make-up grades for any of the above grading criteria. Extenuating circumstances that effect completing the above criteria must be discussed with the supervisor prior to being allowed extra time to submit projects. Consequences of the failure to meet any of the above criteria will be at the discretion of the employer and Externship Coordinator.

ATTENDANCE

Because internship is considered a class, strict attendance policy still applies. **(30% of grade)**

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When students exceed the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

▪ A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

Written Final Journal/Portfolio: The portfolio is a representation of the students work as expressed through various mediums. The portfolio should be well organized and assembled in a three ring binder with plastic divider sheets. The portfolio should include the following, but can include more if desired. **(40 % of grade)**

1. One page description of company, her philosophy, and or company policy towards guests and staff. **(2 points)**
2. Job description of student's position **(3 points)**
3. Menus of all restaurants or meal periods within the establishment **(5 points)**
4. Written organizational Mise en place list of the students' specific area. **(3 points)**
5. Recipes (if available) and picture & or photographs of specific dishes that pertain to your area. **(5 points)**
6. Summaries of meetings attended (if any) or **(2 points)**
7. A journal of days spent at the restaurant: the journal should be a diary of events, insights, list of daily specials, etc. This should include specific objectives learned each day, how these objectives were accomplished, and how they relate to your training at the school. **(15 points).**
8. The journal should be typed, Ariel or Times Roman font size 12, double spaced.
9. Sanitation log: to include recent sanitation report, recommendations and suggestions of improving sanitation (if possible) **(5 points)**

Additional material can be added as long as they enhance the overall portfolio. A student can receive up to 5 more points for the extra materials.

Employer Final Evaluation: Site supervisor's evaluation should be completed using the final evaluation form (see attached) at least 1 week prior to final exams week. Student is responsible for submitting the supervisor signed original evaluation form to the Co-op supervisor at the Culinary Institute of Charleston. Evaluator comments should be included. The review can be faxed in to the Culinary Chair. Please review the evaluation form for exact point value. **The final evaluation will be worth 15% of student's final grade.**

Project: The project will consist of a kitchen audit based on the criteria presented in the audit packet. The student's written analysis of the property will be added to the audit. The final analysis will be based on the strengths, opportunities, weakness, and threats of the operation. **(15% of the final grade)**

Approved by: Kenneth Flick Developed/Revised: 1/06/2014
Ken Flick, Division Dean for Business/Industrial Division