INSTRUCTIONAL PACKAGE

CUL 277

Supervised Cooperative Work Experience in Culinary Arts

Effective Term
Fall/2018

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>2018-2019</u>

COURSE PREFIX: CUL 277   COURSE TITLE: SCWE in Culinary Arts

CONTACT HOURS: 12   CREDIT HOURS: 3

RATIONALE FOR THE COURSE:
This course is designed to give students a working practical knowledge of a food service establishment, a full working kitchen and full dining room service. This opportunity offers "hands –on" work experience carefully supervised and properly evaluated within the context of an existing curriculum.

COURSE DESCRIPTION:
This course integrates culinary skills at an approved work site related to the culinary industry.

PREREQUISITES/CO-REQUISITES:
CUL 215 Cuisines of America Minimum Grade of C, BKP 119 Introduction to Baking and Pastry Minimum Grade Credit, BKP 112 Introduction to Baking Science Minimum Grade of C, Culinary ServSafe Certificate

REQUIRED MATERIALS:
Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.
[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS: The student is working in an approved work site that will allow the student to continue their education in an actual working foodservice environment.
It is the student's responsibility to follow the internship procedures and requirements shown below as well as to ultimately secure an internship. Students should monitor their items in D2L student portal to track progress toward completion.

1. Each student is responsible for securing his or her own summer internship. The student must get approval from the ICI of Myrtle Beach Internship coordinator. The student must then complete and submit the Internship Agreement Form prior to starting the internship.

The form is an agreement with the organization offering the internship and requires signatures of the student and the supervisor from the organization where the internship has been secured. This form must be submitted to the ICI of Myrtle Beach Internship coordinator before the start of the semester or by the end of a student's first week of the internship start.

 Note: Internships without approval will not receive credit.

2. Each student is responsible for meeting with his or her assigned faculty advisor to discuss the Internship Paperwork, Internship Written Paper, Supervisor Evaluation Form and Student Evaluation Form.

3. Each student is required to complete a minimum of 180 hours with the approved work hours.

4. Each student must meet with his or her internship supervisor to go over required summer goals that will be used by your supervisor to complete the Supervisor Internship Evaluation Report. This form must be completed, signed, and submitted by the student as well as the Student Evaluation Report and delivered to the ICI of Myrtle Beach Internship coordinator by the specified date found in D2L. These forms can also be scanned and sent via email or in the dropbox on D2L with your completed written paper. This document is an independent verification of the student's internship experience.

5. Upon completion of steps 1–4 and the student having satisfactorily fulfilled the internship requirement, a grade of "S" (credit) will be submitted for a grade.

Failure to complete any of the following will result in a grade of "U" no credit. Which will require the student to retake the internship required for completing graduation requirements:
•	An internship consisting of a minimum of 180 hours of culinary-related work.
•	Timely submittal of the required forms.
•	Completing the Internship Workbook by the specified due dates.

Note: If a student is unable to complete an internship within the permitted time, the student is responsible for communicating with the internship coordinator and making appropriate arrangements for internship completion.

TECHNICAL REQUIREMENTS:
Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

CLASSROOM ETIQUETTE:
Netiquette: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit Online Netiquette.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:
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. Evaluate personal and professional skills and interest relative to their applications in possible career paths in their chosen professional field.
5. Conduct one's self in a professional manner at the Externship/Internship site. This includes appropriate dress, language, and punctuality.
6. Demonstrate a willingness to learn.
7. Demonstrate motivation.
8. Maintain a code of professional ethics.
9. Work cooperatively with others to achieve a common goal.
10. Incorporate constructive feedback into subsequent tasks and/or project activities.
11. Apply skills associated with their chosen field in a professional setting.
12. Recognize and adhere to safety policies and procedures in the work setting.

REQUIRED COURSE ASSIGNMENTS: Each student is required to work 180 hours during the semester to satisfy the time requirements for this course. Students are required to notify the instructor of the job location, company or agency name, supervisor, and supervisor's mailing address and telephone number upon the semester commencement.

The instructor will make periodic site visits during the semester coordinating when possible with the student and/or supervisor in advance of an evaluation visit. **NOTE**: The instructor should be **notified immediately if the student's employment status changes.**

The student is required to complete:

The internship paperwork: fill in all applicable material from the paperwork including:

1. Establish minimum two to four goals with your supervisor to be evaluated at the end of the internship by your supervisor.
2. **Written paper:** Two-page minimum of internship experience positives and negatives of the summer, was it a good learning experience and what did you get out of it.
3. **Supplement Paper Material w/:** menus used in the establishment plus any additional special or catering menus, pictures of kitchens' storerooms, walk-ins, production areas, and cook lines.
4. All supplemental material can be added to D2L. An Example will be available in D2L to reference.
5. The final evaluations and paperwork is due according to the dates on D2L.
6. **EMPLOYER AND STUDENT SELF EVALUATION:** Each Employment Supervisor will be given an evaluation sheet directly from the Course Instructor to be completed on each student and returned directly to the Internship Course Instructor. You can also scan and send via email or in dropbox in d2l with written paper.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*
Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Internship Paperwork and Final Report	30%
Supervisor Evaluation	45%
Instructor Visitation Evaluations	25%
	100%

*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.

GRADING SYSTEM:
Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (ACADEMIC CALENDAR). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

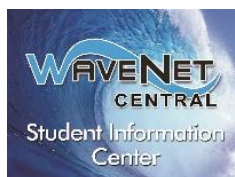## Part V: Student Resources

The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:
1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills.**
2. **On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.

Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:
1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the **[Online Resource Center (ORC)](#)** for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

March 2018

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

> *Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
Dr. Melissa Batten, AVP Student Affairs *Title IX Coordinator* Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	**Jacquelyne Snyder, AVP Human Resources** *Section 504, Title II, and Title IX Coordinator* Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu