



INSTRUCTIONAL PACKAGE

CUL 277

Supervised Cooperative Work
Experience in Culinary Arts

Effective Term
AY 2020/2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: AY 2020/2021

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:

Credit level BKP 119 Minimum Grade of C or Credit level BKP 119 Minimum Grade of TC or Credit level BKP 112 Minimum Grade of C or Credit level BKP 112 Minimum Grade of TC) and (Credit level CUL 215 Minimum Grade of C or Credit level CUL 215 Minimum Grade of TC) and (Culinary ServSafe Certification 1)

***Online/Hybrid** courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

None

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 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

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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 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 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 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.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

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. The final evaluations and paperwork is due by the end of week 15
5. 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.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

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%
Total	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. 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 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **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, and 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 tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@hgtc.edu or call

SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



CENTRAL STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff 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, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*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/TITLE IX 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 Vice President for Student Affairs.

Dr. Melissa Batten, VP 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

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu