



INSTRUCTIONAL PACKAGE

CUL 277
SCWE in Culinary Arts

Effective Term
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective: Fall 2023/Spring2024/Summer2024

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

CONTACT HOURS: 12 CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

This course is designed to give students a working practical knowledge of a food service establishment or a full working kitchen. This opportunity offers “hands-on” work experience carefully supervised and evaluated within the context of an existing curriculum.

COURSE DESCRIPTION:

This course integrates culinary arts skills within an approved work site related to the culinary industry.

PREREQUISITES:

CUL 277 ((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 112 Minimum Grade of C or Credit level CUL 112 Minimum Grade of TC) and (Culinary ServSafe Certificati 1)

Restrictions:

Must be enrolled in one of the following Fields of Study (Major, Minor, or Concentration):
Culinary Arts Technology
Baking & Pastries Technology

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

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

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC’s learning management system (LMS) used for course materials.
Access to myHGTC portal for student self-services.
College email access – this is the college’s primary official form of communication.

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:

Suggested text, delete section if you don't plan to use.

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.

Suggested Text for **online/hybrid** course, delete section if you don't plan to use:

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*:

The student will be better attuned to the requirements of an individual working in the true foodservice environmen

Upon successful completion of this course, the student should be able to:

- Integrate Academic and Technical Skills
- Practice Problem Solving and Critical Thinking Skills
- Communicate and Collaborate with Diverse Audiences
- Demonstrate Creativity and Innovation
- Act as Responsible, Ethical Citizens
- Develop Personal, Educational and Career Goals

REQUIRED COURSE ASSIGNMENTS: Each student is required to work 180 hours during 2023-2024

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 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. **D2L:** All supplemental material can be added to D2L. An Example will be available in D2L to reference.
5. **The final evaluations and paperwork** are 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 drop box 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*

Tests	0%
Assignments	5%
Papers/Plans	30%
Projects/Portfolios	10%
Class Participation	10%

Final Exam	45%
	100%

SCWE semester grades will be based on the following breakdown:

- | | | |
|----|--|-------|
| 1) | Internship Paperwork & Final Written Paper | - 30% |
| 2) | Four Objectives | - 5% |
| 3) | Bi- weekly reports | - 10% |
| 4) | Supervisor's Evaluation | - 45% |
| 5) | Instructor's Visitation Evaluations | - 10% |

This course will be graded on a Satisfactory (S) or Unsatisfactory (U) basis. Using the percentage breakdown, as shown above, each student must meet or exceed a 70% rating to be awarded a satisfactory rating. This S/U grade will not impact a student's Grade Point Average.

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

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. 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. You must have your dean's approval if changes in the scale are made.

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 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.

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 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 c

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, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. 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.



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, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **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), Option #2.

STUDENT TESTING:

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

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- 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 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