COURSE OUTLINE

Course Number | Course Title | Credits
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HOS 291 | Culinary Internship | 2

Hours: Lecture/Lab/Other 15/0/600hrs

Co- or Pre-requisite: HOS 109 or HOS219; sophomore status, and permission of program coordinator; eligibility generally limited to students who have completed 30 credits

Implementation: Fall 2010

Catalog description (2009-2011 Catalog):

Consists of two components: a supervised field experience working in various kitchen or pastry positions in a commercial kitchen; and classroom exercises and activities involving development of human relations, teamwork, and leadership skills. Service in the hospitality industry as well as culinary career opportunities are additionally addressed

Required texts/other materials:

Textbook: None required

Revision date: Spring 2014

Course coordinator: Douglas Fee 570-3447 feed@mccc.edu

Information resources: (Describe the primary information resources that support the course, including books, videos, journals, electronic databases, websites, etc. To request new materials for your course, use the library request form at: www.mccc.edu/student_library_course_form.shtml)

Students will utilize HRIM department resources.

Other learning resources: (Describe any other student learning resources that are specific to this course, including any special tutoring or study group support, learning system software, etc.)

None Required

Revised: 3/2014
Course Competencies/Goals:

The student will be able to:
1. Develop realistic awareness of the roles and responsibilities of a chef/pastry chef.
2. Unite theory with practice by performing exercises in a wide range of culinary-related skills.
3. Apply fundamental kitchen principles and practices.
4. Analyze and assess yourself as a present and future chef/pastry chef.
5. Learn to make a meaningful contribution to your operation.
6. Learn to work effectively with persons from various environments and cultures.
7. Learn how to practice skills necessary for success in the kitchen including goal setting, customer service, and cognitive skills.

Course-specific General Education Knowledge Goals and Core Skills. [To an extent consistent with its primary purposes, each course in every program is expected to reflect the college’s commitment to general education, as affirmed in the 2005 General Education Policy. A General Education Course is one whose primary purposes and overall design coincide strongly with one or more of the approved general education goals and objectives. For any approved (or proposed) General Education Course, the General Education Goals and Objectives form (the form identified as the “Gen Ed Attachment”) should be completed and attached to the course outline. Below is a complete list of Mercer’s General Education Knowledge Goals and Core Skills. Retain on this course outline the Goals and Skills that pertain to your course and delete those that are not a central part of the course.]

General Education Knowledge Goals
Goal 1. Written and Oral Communication in English: Students will communicate effectively in both speech and writing.
Goal 4. Technology or Information Literacy: Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.
Goal 5. Social Science: Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
Goal 6. Humanities: Students will analyze works in the fields of art, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.
Goal 8. Diversity: Students will understand the importance of a global perspective and culturally diverse peoples.

MCCC Core Skills
Goal A. Written and Oral Communication in English. Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.
Goal B. Critical Thinking and Problem-solving. Students will use critical thinking and problem solving skills in analyzing information.
Goal C. Ethical Decision-Making. Students will recognize, analyze and assess ethical issues and situations.
Goal D. Information Literacy. Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.
Goal E. Computer Literacy. Students will use computers to access, analyze or present information, solve problems, and communicate with others.
Goal F. Collaboration and Cooperation. Students will develop the interpersonal skills required for effective performance in group situations.
Units of study in detail.

Unit I Obtaining a Job in the Hospitality Industry
The student will be able to…

- Demonstrate an understanding of job interviewing skills (Course competencies 7: Gen Ed Goal 1, MCCC core skills A,D,E)
- Analyze and update their resume to reflect desired position (Course competencies 4: Gen Ed Goal 1,6, MCCC core skills A,C)
- Assess and analyze their job skills based on his/her own perceived strengths and weaknesses and create a strategy to improve them where needed (Course competencies 4: Gen Ed Goal 1, MCCC core skills A,C)

Unit II Job Security and How to Grow Professionally
The student will be able to…

- Demonstrate a working understanding of customer-service skills (Course competencies 7: Gen Ed Goal 1,5, MCCC core skills A,F)
- Demonstrate an understanding of how to work effectively with persons from various cultures and in various environments (Course competencies 6: Gen Ed Goal 1,8, MCCC core skills A,B,F)
- Discuss and evaluate time-management skills (Course competencies 5: Gen Ed Goal 1, MCCC core skills A,B)
- Analyze the factors involved in employee motivation (Course competencies 1,7: Gen Ed Goal 1,4, MCCC core skills A,C,F)

Unit III On-site Work Experience
The student will be able to…

- Apply fundamental kitchen principles and practices (Course competencies 1,2,3: Gen Ed Goal 1,6, MCCC core skills A,B,C)
- Analyze job performance by utilizing MCCC HRIM Employer Evaluations (Course competencies 2,4: Gen Ed Goal 1,6, MCCC core skills A,B,E)
- Evaluate how they were able to make a meaningful contribution to their workplace (Course competencies 2: Gen Ed Goal 1,6, MCCC core skills A,C,F)
- Analyze their work experience by completing weekly journal entries (Course competencies 4: Gen Ed Goal 1,6, MCCC core skills A,E)
- Reevaluate their strengths and weaknesses, upon completion of work hours, and compare and contrast their initial evaluation to this new evaluation. The student will then determine a strategy to improve in areas where necessary, during the second half of the degree program (Course competencies 4: Gen Ed Goal 1,6, MCCC core skills A,B,C)
**Method of Instruction:**
This course has two components, supervised field experiences and an introductory and concluding seminar. This seminar will utilize discussions, handouts, exercises, guest speakers and related topics. Students are expected to bring into the discussions their current situations and work status.

**Evaluation of student learning:**
Class participation and assignments 10%
Completion of employer/internship forms and job interview assignment 10%
Employer mid-semester evaluation 20%
Employer evaluation form and completion of required hours 40%
Student review of internship and journal submission 20%

**Attendance:**
All classes are mandatory. Students may not begin internship until all pre-employment requirements are met.

**Student Evaluation Process:**
1) Each student will be required to prepare a written paper based on the topics assigned. The paper should bolster a position taken by the student in regard to an aspect or overview of the topic. Students must be able to source their material. For example “what really motivates employees?”. The paper must be a minimum of 1,000 words (approx. 2 ¼ pages single space). Do not cut and paste from the Internet and expect to get a passing grade. Plagiarism will be reported to the academic standards committee and result in failing this course. Topics must be sourced utilizing a minimum of three separate sources (two of which may be the Internet).

2) Each student will be evaluated by their employer using MCCC HRIM “Employer Evaluation forms. The first evaluation will be due by the third week of the work experience. The second employer evaluation (“Evaluation of Student Intern”) will be due at the completion of the required hours. You will not be given any other notice. It is your responsibility to get the evaluation forms completed and submitted to the course instructor by the date required. Proof of hours worked must be documented and the evaluator must sign these forms for them to be accepted by MCCC. You cannot pass the class unless these assignments are completed.

3) Your participation in class is required. You must read the required handouts and research materials. Your grade will be based upon actual participation.

4) A written self-evaluation must be completed by each student prior to beginning their work internship.

5) Job interview paper to be submitted based upon the specifications distributed and accompanied by an up-to-date resume and cover letter. You are required to turn in a signed business card from the people who interview you. Written report (12 pt font, single space, 2-page minimum) should compare and contrast the two interviews and include:

- Appointment process
- Length of interview
- Who did the most talking
- Best question response
- Worst question response
- Interviewer skills

- Overall impression of how well you did
- Any notable similarities and difference between the interviews
- Did you get or were you offered a job?
- Interview styles
- Things you would do differently
6) Journal assignment: All students are required to keep a workplace journal. This journal should include at least two entries per week that describe a workplace situation which the student found significant. These incidents should describe episodes which stimulated the student’s thinking. Journals will also identify specific areas where hours were worked as well as list new techniques that were learned. They should also describe their strengths and weaknesses. They should also include their thoughts, perceptions, and feelings that they are having about the workplace.

**Student Obligations:**

1) The minimum field experience is 600 hours for any Certificate Program or Associates Degree Program. You must complete this requirement to pass the course. If proof of hours is not submitted within the specified time period a grade of “F” will be entered on your transcript. The instructor will try to assist any student seeking an internship position. The final responsibility for acquiring an internship/work experience is the students’. The instructor and MCCC are not responsible for any student unable to acquire an internship position.

2) You are responsible for any required interviews with prospective employers.

3) You must follow the policies and procedures of the facility in which you are employed.

4) You must follow all facility rules and regulations and any local, state, and federal laws.

5) You are required to notify your employer, based on their policies, if absences from your work schedule become necessary. Excess absence from the internship site will affect your final grade.

6) Maintain a weekly work-hour log (use the provided form) and make note of any questions and situations which you would like to address in class.

7) You will be withdrawn from the field work site if documented evidence shows that you are unacceptable in the hospitality operation for reasons of performance of duties, insubordination, illegal unethical behavior or disregarding any facility, state, local, or federal work rules or law.

**Courtesy and Common Sense**

Please make every attempt to come to all class sessions, to come on time and stay until the end of the class unless you have notified the instructor you are leaving early. There may be a time when you are unavoidably late for class or leave early. If that is the case please choose a seat near the room entrance. Once the class session has begun, please do not leave the room and re-enter unless it is an emergency. If you must miss a class it is you are still responsible for all material covered, for announcements made in your absence and for acquiring any materials that may have been distributed in class. It is important to stay focused on the class discussion. For this reason, only one person at a time in the class should be speaking. Side conversations are distracting for surrounding students and the instructor. Please also remember to turn off any pager or cell phone, or set it to vibrate so you do not distract the class.

**Academic Integrity Statement:**

Any student who a) knowingly represents work of others as his/her own, b) uses or obtains unauthorized assistance in the execution of any academic work, c) or gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized in accordance with established college policies and procedures.
Reasonable Accommodations for Students with Documented Disabilities

Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations. For more information regarding accommodations, you may visit the Office of Academic Support Services in LB 218, or contact the office at (609) 570-3422 / stinsona@mccc.edu.