Course Title: CULA 2280 Culinary Internship II
Credits 1
Class Hours:
Course description from catalog including prerequisites and co-requisites.
This course is a supervised work experience in the culinary field requiring a minimum number of work hours. Work activities can range from entry-level to professional cooking. Individual conferences with the intern director are arranged instead of class attendance. A grade of “C” or above in all Culinary Arts courses must be earned prior to graduation.

Prerequisite Course:
CULA 2180 Culinary Internship I with a grade of “C” or higher

Instructor Information:
Name:
Email:
Office Phone:
Office Location:
Office Hours:

Textbook and Other Materials:
Textbook: No text required

Course Outcomes:
Upon successful completion of this course, students should be able to:

1. Describe the various duties of the different line-level cooking jobs at the host establishment.

2. Describe the relationship of the line-level positions to each other and how they relate to other areas of the business and to the satisfaction of the customer.

3. Organize work properly for the purpose of attaining efficient and effective skills for the line-level positions.

4. Describe the relationship of each functional managerial position at the host property.

Course Competencies:
The following are detailed course competencies intended to support the course outcomes:
1) Employer-Intern Training agreement on file prior to the start of student internship.
2) 300 hours of documented kitchen production.
3) Employer evaluation on file.
4) Student evaluation on file.
5) Student logbook reviewed for completion of mandatory items.

- Three hundred (300) hours of documented paid employment in food service production with one employer. Documentation may include pay stubs. The student may want a letter from the employer for their own personal file/resume which can be used as documentation in lieu of the pay stubs.
- The position and type of employment must be approved by the culinary arts program coordinator/advisor prior to the start of the internship.
- At all times during their employment, the student must act as a responsible employee and follow all rules and regulations of the company with which the student is employed. The student is responsible for arranging work schedules, compensation, method of compensation, and other employment characteristics with the employer. The student is representing Nashville State CC and the culinary program and their behavior must at all times be professional, respectful, and courteous.
- Termination of employment by the employer or student/employee will result in grade of WF for the course, and the course will have to be repeated in its entirety.
- The employer or direct supervisor will be asked for an evaluation of the student’s performance at the end of the internship period.
- The student will be responsible for keeping a logbook and documenting experiences on the job. Details and format of the logbook are described in the section below.
- The student is required to complete a student evaluation of their internship.
- The final grade will be issued when all required items are on file with the internship coordinator. See grading criteria below.

**REQUIRED LOGBOOK CONTENT & FORMAT**

- The logbook shall be a professional report summarizing the student’s internship. It should be typed and free of spelling and grammatical mistakes. Recipes and notes, etc., that are written legibly on clean paper may be included as part of the bound document.
- There will be a cover page indicating the student’s name, term, and course number, place of employment, chef’s name, your position, and dates of employment. The logbook must then include some sort of documentation verifying employment.
- The logbook must include a description of the internship based on the 300 hours worked. The student should break this down into a week-by-week summary. At a
minimum, the weekly description should indicate the various tasks performed. Impressions of the work environment, both good and bad, should be included, as well as names of the chef and other food production personnel.

- Recommended items for the logbook: recipes, prep sheets, menus, and a drawing of the kitchen layout.
- The logbook must include a summary of the internship, which should be at least two double-spaced typed pages. This summary should present to the reader what the intern learned on the job and how the internship was valuable to the student. Every work assignment will have both positive and negative impressions which are necessary to evaluate the internship for future students.

**Course Assessments:**
The following performance assessments will be used to demonstrate students’ understanding, knowledge and skills:

**Grading Scale:**
A = 90 – 100  All requirements; professional quality logbook as described above.
B = 80 – 89  All requirements; logbook missing not more than one of the above items.
C = 70 – 79  All requirements; logbook missing not more than two of the above items.
D = 60 – 69  Requirements missing; logbook missing more than two of the above items.
F = Below 60  Multiple items missing or logbook not turned in.

**Make-up procedures for missed assignments and work.**

Note: Should the student not earn 300 hours of work time within the semester, the student must notify the instructor and grade of “I” or incomplete will be awarded. Consult the college handbook for details regarding Incomplete (I) grades.

**Attendance Policy**
A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.
FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
FN= failure, never attended class (unofficial withdrawal)

**Student Communication Channels**
It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

**ADA Compliance Statement**
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 615.353.3721.

**Classroom Misconduct**
Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

**Academic Dishonesty (Honor Code)**
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different
classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

**Inclement Weather Policy**

In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

**CULA Program Questions**

Contact Paul Brennen, the CULA Program Director, with your questions, comments, or concerns regarding the CULA program. Mr. Brennen can be reached at: paul.brennen@nscc.edu or 615-916-5595.