

**Nashville State Community College**  
**(Business, Management and Hospitality)**  
**(*Culinary Arts*)**

**2018 Master Course Syllabus**

**(*CULA 2380 – Culinary Internship*)**

**Course Information:**

**Course Title:** Culinary Internship

**Credits:** 2

**Class Hours:**

**Course Description:**

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(s): CULA 1310 with a grade of “C” or higher CULA 1200 and CULA 1325 with a grade of “C” or higher.

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Office Location:**

**Office Hours:**

**Required Textbook(s) & Other Materials:**

**Textbook(s):** None

**ISBN:**

**Access Code:**

**Reference Materials:**

**Supplies:**

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

## **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. Describe characteristics that distinguish cuisines from one another
2. Prepare a variety of recipes from different cuisines
3. Write a menu featuring items from a selected cuisine
4. Lead the class in the preparation of items selected from the menu

The following are general education competencies intended to support the course outcomes:

1. Apply mathematical concepts to recipes and formulas
2. Know how to locate, evaluate, and use information sources.
3. Use critical thinking skills.
4. Apply scientific thought processes to a range of situations.

## **Course Requirements:**

1. Employer-Intern Training agreement on file prior to the start of student internship.
2. 200 hours of documented kitchen production.
3. Employer evaluation on file.
4. Student logbook reviewed for completion of mandatory items.
5. Two hundred (200) hours of documented paid employment in food service production with one employer other than the Employer Evaluation.
6. The position and type of employment must be approved by the culinary arts program coordinator/advisor prior to the start of the internship.
7. 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.
8. The course will have to be repeated in its entirety if the course is not completed as a result of termination of employment by the employer or student/employee.
9. The employer or direct supervisor will be asked for an evaluation of the student's performance at the end of the internship period.
10. 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.

11. 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:**

1. 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.
2. 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 (Training Agreement may be used).
3. The logbook must include a description of the internship based on the 200 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.
4. Recommended items for the logbook: recipes you developed, prep sheets, menus you worked with, and a drawing of the kitchen layout.
5. 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.

### **Topics to Be Covered:**

#### **Course Assessments:**

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

Final Project- 100%

#### **Grading Policy:**

A grade of "C" or above must be earned in culinary prerequisite courses to meet requirements for enrollment in subsequent courses. A grade of "C" or above in all Culinary Arts courses must be earned prior to graduation.

#### **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

You are expected to take all quizzes and exams (theory & production) at the scheduled time. Make up quizzes will be given at the instructor's convenience. Without prior arrangements, no makeup exams will be given.

## Attendance Policy

Students are expected to attend all scheduled classes and laboratories. 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.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

A student who arrives late for class will be marked as tardy with the third (3rd) late occurrence counted as one (1) absence.

## Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

## FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date (will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

## FN

An FN is awarded to students who never attended class.

## Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

## D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the

college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

### **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu). If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

### **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 measures. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

### **Academic Misconduct**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied 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.

*(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)*

### **Academic Early Alert System**

Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. \*Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

### **RAVE Emergency Alert System**

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

## **Inclement Weather & Campus Closings**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

## **Class Cancellation Policy**

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.