Course Syllabus:  CUL-2210 & CUL-2220 Internship I & II

Term:

Instructor:
Office:
Office Phone:
Home Phone:
E-Mail:
Office Hours: Should these hours not be convenient to your schedule, please contact me for an appointment.

| Monday | Tuesday | Wednesday | Thursday | Friday |

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.

COURSE DESCRIPTION

A 300-hour paid work internship in a food production environment. Students will prepare a report detailing their experience. Students are required to have the internship approved by the program coordinator. **Prerequisite: CUL 1040**

PREREQUISITES

CUL 1015  Sanitation & Safety  
CUL 1040  Culinary I (for CUL 2210 Internship I)  
CUL 2210  Internship I (for CUL 2220 Internship II)

COURSE OUTCOMES: Upon successful completion of CUL2210 & 2220 students will:

- Apply food production skills as practiced in the culinary lab in a commercial food production facility
- Demonstrate improvement in basic food production skills such as knife cuts, station organization, sanitation, and order execution.
Practice advanced food production skills, such as sauces, soups, daily specials, and desserts.

Describe the commercial food production process and experience in a detailed written report

**COURSE REQUIREMENTS**

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, 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.

GRADING CRITERIA

A  All requirements; professional quality logbook as described above.
B  All requirements; logbook missing one or more of the above items.
C  All requirements; minimal work on the student logbook.
D  Requirements missing logbook shows lack of effort
F  Multiple items missing or logbook not turned in

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.

EARLY WARNING SYSTEM

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

ADA POLICY:

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 353.3721.
CLASS MISCONDUCT AND PROCEDURES:

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, laptop computers, games, etc.).

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

ACADEMIC DISHONESTY

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, 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.

**NOTE:** This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor’s discretion. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.