

Nashville State Community College
Business, Management and Hospitality
Culinary Arts

CULA 1000 – Career Development for the Hospitality Industry

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Course Information:

Course Title: CULA 1000 – Career Development for the Hospitality Industry

Credits: 1

Class Hours: 55 Minute

Course Description:

This course will emphasize business communication skills needed in the search for employment. Topics include personal resume creation, interview skills, and employment-related document creation (letters of application, interview thank-you and follow-up, letter/message of job-offer acceptance). Students will also survey communication soft-skills key to employment relationships. A grade of “C” or above in all Culinary Arts courses must be earned prior to graduation. Prerequisite(s): None

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Course Delivery Method

- **On-Campus:** Course meets at a designated Nashville State Campus

Required Textbook(s) & Other Materials:

International Cooking: Resumes, Cover Letters, Networking, and Interviewing, 4th Edition, by Clifford W. Eischen and Lynn A. Eischen, Fourth Edition, Cengage Learning, 2013

ISBN: 13: 978-1-111-82084-8

Supplies: Knife kit, uniform; see culinary student handbook for more information; failure to bring materials to class will result in a 25% daily lab grade deduction or the possibility of being excluded from participation and receiving no points for participation.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) (<https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials>) using your A# or by entering your course information. If you are registered with the Access Center and need 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.

Digital Course Materials: To ensure the lowest cost for students, this course includes a materials fee. This means that some or all of the required textbooks and materials for this course are available through your *NS Online* course shell. When you register for this course, the charge will appear on your account. If you decide you do not want to purchase the course materials embedded in *NS Online*, you can opt out of the program until the end of the second week of classes. If you opt out, you will be responsible for obtaining the required course materials on your own. For more information, please visit www.nsc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the term, this is what you should know and/or be able to do:

1. Create a customizable employment resume.
2. Incorporate current business formatting standards when preparing employment related documents.
3. Consider best practices and current knowledge of business environment realities and standards when looking for employment.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

1. Create, edit and format a resume customized to specific job openings.
2. Create, edit and format a letter of application.
3. Create a thank you letter for interview/follow-up.
4. Create a potential list of references.
5. Utilize an updated inventory of personal skills, experiences, and interests.
6. Present as a polished and confident interviewee in an employment situation.
7. Create a class presentation on an employment-seeking topic.

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

1. Know how to locate, evaluate, and use information sources.

2. Use critical thinking skills.
3. Apply scientific thought processes to a range of situations.

Topics to Be Covered:

1. Getting the Interview
2. Creating a Strengths Inventory
3. Writing a Resume
4. Using Online Resources to Find Job Openings
5. Writing Effective Cover Letters
6. Assembling Reference Lists and Resources for Applications
7. Successful Resume Submission and Follow-Up
8. Networking and Social Networking
9. Interviewing

Course Assessments:

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

1. Resume: Students will create a personal resume over several lesson assignments. Students will receive feedback after each submission.
2. Employment-related Letters: Students will write a resume cover letter and interview follow-up letter.
3. Assignments: An assignment relates to each lesson. Assignments are submitted via a NS Online drop box.
4. Mock Interview: Students will schedule and attend a mock interview with the campus career center. This offers the student opportunity for feedback on interview techniques and skills.
5. Discussion Board Submissions: Students will identify and report on three employment related topics of choice. The reports are posted on a discussion board so that other students can read and grow from their research.
- 6.

Grading Policy:

It is your responsibility to ensure that all digital files submitted are accessible and can be opened after submission in D2L. If a file cannot be opened, it will result in an automatic grade of 0 for the assignment. To avoid issues, please double-check your submissions by testing the files in the D2L dropbox after uploading. If a problem arises, you must resubmit your assignment before the deadline. Please note that assignments will not be accepted via email or in print, in accordance with school policy. Make sure to submit all work electronically through the designated channels in D2L.

Your instructor will have your lab grades updated by 5:00pm Friday each week. Digital quizzes will automatically publish to the gradebook upon completion.

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

In accordance with the policies of the Culinary Arts program, it is important to note that missed lab sessions cannot be rescheduled or made up under any circumstances due to the hands-on and time-

sensitive nature of the coursework. All online assignments are unable to be accepted past their due dates.

Your lowest daily lab grade will automatically be dropped at the end of the semester. This is to allow for flexibility for a day of poor performance or a single absence. Please keep in mind that this will not cover any online homework and quizzes and in person testing and examinations.

Attendance Policy

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is:

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.

A student who arrives late for class will be marked as tardy with the third (3rd) late occurrence counted as one (1) absence. Each tardy beyond this is an absence as well. A tardy is an automatic 25% reduction of the daily lab grade associated with the class, and an absence is an automatic 0.

Any student who accumulates three absences in a course will automatically be assigned a F at the end of the semester and fail their culinary course. Please note that an absence associated with the lowest dropped lab grade is still considered part of the three-absence limit. Please refer to the culinary student handbook for more examples of what constitutes a tardy and additional details for the programs policy.

Culinary Uniform Policy

Your full uniform is required to participate in all labs. Failure to be in uniform will result in a 25% daily lab grade deduction and the possibility of being excluded from a day's lab with loss of full points on the lab and sanitation grade. Please refer to the culinary student handbook for more examples and photos.

- Checkered/Houndstooth chef's pants properly hemmed.
- Cleaned and pressed white NSCC Branded chef's jacket.
- Plain black, white or grey t-shirt with no lettering or designs on it.
- White skull cap
- Clean white apron
- Black, leather, sturdy nonslip work shoes that provide support to stand and work for long hours.
- Uniforms must be complete and worn as designed.
- Hair must be professionally restrained, with solid white or black hair restraints, barrettes, hairbands, etc.
- Must be clean-shaven, with sideburns not exceeding the middle of the ear for men.
- Beards are permitted, but you must wear a beard snood provided by the student.
- Mustaches must be neatly trimmed and may not extend below the corner of the lips.
- Fingernails must be short, trimmed, clean, neat, and free of nail polish.
- Jewelry is not permitted, except a single plain wedding band (no stones).

- Facial jewelry, including jewelry in eyebrows, ears, eyelids, lips, tongue, or nose are not permitted. Clear plastic plugs may be used.

Grading Scale:

Letter Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	<59

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

- All classes at the College are web enhanced.
- It will be essential for students to have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.
- Certain publisher materials may not work on cellphones.

Computer Labs

Computers are available for student use at each campus during campus open hours. Open computer lab availability for Spring 2021 may vary from campus to campus.

Students should check NSCC website for current hours of operation.

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). Nashville State complies with the Americans with Disabilities Act (ADA) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. 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@nscc.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.

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 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/nscc> 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.

Student Wellness

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:
 - Tutoring options and appointments: <https://www.nscc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
 - Academic and student resources for school: <https://www.nscc.edu/current-students/student-online-resources>
 - Support services: <https://www.nscc.edu/current-students/on-campus-resources/student-support-services>

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.nscc.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.