

SYLLABUS

DATE OF LAST REVIEW:	06/18/2019
CIP CODE:	12.0505
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Culinary Arts Internship
COURSE NUMBER:	CULN 0230
CREDIT HOURS:	3
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	KCKCC issued email accounts are the official means for electronically communicating with our students.
PREREQUISITES:	Pass all required Culinary Arts classes

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, <http://www.kckccbookstore.com> for the required text for your particular class.

COURSE DESCRIPTION:

Through an internship at a local company or catered and special events, students will learn what it is like to work in the restaurant industry. Student must be working or interning at a job in the food service industry and achieve a total of 120 hours of service to completed the journal contact.

METHOD OF INSTRUCTION:

A variety of instructional methods may be used depending on content area. These may include but are not limited to lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:

- I. Portfolio development
 - A. Cover letter
 - B. Resume
 - C. Reference Letters
 - D. Business Plan
 - E. Capstone project information
 - F. Kitchen Layout Designing
 - G. Spreadsheets (Equipment & Recipe Costing)
 - H. Pictures of products created
 - I. Certifications obtained
- II. Internship Contract Hours
 - A. Forms completed and signed
 - B. Hours completed (120 hours)
 - i Food-service operation
 - ii Charity and/or catering events
 - C. Report of internship opportunities
- III. Getting a job
 - A. Filing out application
 - B. Resume writing
 - C. Interview
- IV. Keep a semester Journal
- V. Write Internship Journal Paper

EXPECTED LEARNER OUTCOMES:

Upon successful completion of this course:

- A. The student will be able to demonstrate ability to utilize skills learned in the obtaining employment course.
- B. The student will be able to demonstrate ability to obtain employment.
- C. The student will be able to demonstrate ability to understand what is expected by employer.
- D. The student will be able to understand the cost occurred in opening and running a restaurant or business
- E. The Student will understand how to put together a business plan on starting a business
- F. The student will be able to demonstrate proper job skills needed for job acquired.

COURSE COMPETENCIES:

The student will be able to demonstrate ability to utilize skills learned in the obtaining employment course.

1. The student will be able to create a resume with proper structure and syntax.
2. The student will be able to identify the level of dress required for an interview.
3. The student will be able to define types of clothing that are proper/improper for level of dress required.
4. The student will be able to create a cover letter for resume with proper structure and syntax.
5. The student will be able to create a follow up letter with proper structure and syntax.

The student will be able to demonstrate ability to obtain employment.

6. The student will be able to fill out an application with relevant data, proper spelling, and legible handwriting.
7. The student will be able to interview with prospective employer to obtain employment.
8. The student will be able to identify areas of interview that are good or need improvement.

The student will be able to demonstrate ability to understand what is expected by employer.

9. The student will be able to identify job duties.
10. The student will be able to identify employers' expectations for quality and effort.

The student will be able to demonstrate proper job skills needed for job acquired.

11. The student will be able to attend and conduct a "live" interview with an employer
12. The student will be able to identify areas that need to be improved.
13. The student will be able to develop a plan of action to improve these areas.
14. The student will be able to develop goals for areas needing improvement.
15. The student will be able to identify areas that student is successful in.
16. The student will be able to identify good habits that help student be successful in those areas.
17. The student will be able to identify if goals were met.
18. The student will be able to identify improvement/decline of scores from mid-course survey.
19. The student will be able to identify reasons for improvement/decline.
20. The student will be able to discuss work experiences with instructor/students during course.

The student will be required to keep a daily/weekly journal on work related: class related: and catered related events.

21. The student will be able to identify job duties.
22. The student will be able to identify employers' expectations for quality and effort.

The student will be required to write a final journal on Internship experience

23. The student will be able to identify job duties.
24. The student will be able to identify employers' expectations for quality and effort.

ASSESSMENT OF LEARNER OUTCOMES:

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, class participation and Final Project.

SPECIAL NOTES:

This syllabus is subject to change at the discretion of the instructor. Material included is intended

to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome at any time

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college's policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.