

SYLLABUS

DATE OF LAST REVIEW:	08/04/2019
CIP CODE:	12.0501
SEMESTER:	Departmental Syllabus
COURSE TITLE:	Baking Internship
COURSE NUMBER:	BAKE 0280
CREDIT HOURS:	3
INSTRUCTOR:	Departmental Syllabus
OFFICE LOCATION:	Departmental Syllabus
OFFICE HOURS:	Departmental Syllabus
TELEPHONE:	Departmental Syllabus
EMAIL:	Departmental Syllabus <i>KCKCC-issued email accounts are the official means for electronically communicating with our students.</i>

PREREQUISITES: Pass all required Baking classes

REQUIRED TEXT AND MATERIALS:

Please check with the KCKCC bookstore, <http://www.kckccbookstore.com/>, for the required texts for your particular class.

COURSE DESCRIPTION:

Through an internship at a local company and/or participating in catering/event opportunities at KCKCC, students will experience what it is like to work in a baking and/or pastry operation. Students will complete 120 hours in an approved Bakeshop entity to enhancing the skills and methodology learned in class, as well as, day-to-day responsibilities in the field. Students will be evaluated by their immediate supervisor and also reflect and assess their experiences.

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. Review of obtaining employment
 - A. Edit resume
 - B. Proper dress
 - C. Cover and follow up letters
- II. Securing and completing an internship
 - A. Identify, selecting, and securing
 - B. Filling out application, interview
 - C. Completion of necessary documentation
 - D. Completion of internship
- III. Evaluation
 - A. Employer evaluation
 - B. Student evaluation
- IV. Portfolio
 - A. Resume
 - B. References
 - C. Menu
 - D. Pictures
 - E. Certifications

EXPECTED LEARNER OUTCOMES:

Upon successful completion of this course:

1. *The student will be able to demonstrate the ability to utilize skills learned in the obtaining employment course.*
2. *The student will be able to demonstrate the ability to obtain employment/internship.*
3. *The student will be able to successfully complete the hours, duties and all tasks required in their internship contract.*
4. *The student will be able to develop a portfolio that encompasses activities done in class as well as a resume, certifications and references.*

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 edit their resume with proper structure and syntax.
2. The student will be able to present a professional dress required for an interview.
3. The student will be able to create a cover letter with proper structure and syntax.
4. 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/internship.

5. The student will be able to identify, select and secure employment or an internship to fulfill the requirements of the course.
7. The student will be able to apply and interview with prospective employer.
8. The student will be able to identify and evaluate various aspects of their interview.
9. The student will be able to complete all necessary documentation required by the business, school, and state.

The student will be able to successfully complete the hours, duties and all tasks required in their internship contract..

10. The student will be able to perform job duties as outlined by the employer in their contract.
11. The student will be able to review assessment documentation conducted by employer.
12. The student will be able to identify areas that need to be improved and create goals and develop a plan of action to improve these areas.
13. The student will be able to identify areas that student feels they are strongest in and how they can develop the skills more deeply.
14. The student will be able to identify good habits that help the student be successful in those areas.
15. The student will be able to discuss and reflect on work experiences with instructor/students at end of course.

The student will be able to develop a portfolio that encompasses activities done in class as well as a resume, certifications and references.

16. The student will be able to create a resume that fits your job goal.
17. The student will be able to create a list of references to include in the portfolio.
18. The student will be able to include certifications and awards in the portfolio.
19. The student will be able to incorporate pictures of completed items in the portfolio.
20. The student will be able to include the Bakeshop menu in the portfolio.
21. The student will be able to present all items in an organized fashion into a 3-ring binder.

ASSESSMENT OF LEARNER OUTCOMES:

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

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.

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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.