

COURSE SYLLABUS

Course Title:	CHEF 1364-271 PRACTICUM	Culinary Arts
Semester/Year:	Spring 2021	
Instructor:	Patrick Ramsey, C.E.C.	
Office/ Location:	Lubbock Center, 3907 Avenue Q, Lubbock, TX 79412	
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Office Hours:	As posted or by appointment	

General Course Information

Course Description: The purpose of this course is to provide the student with a unique continuing education opportunity by receiving hands-on “real world” work experience and career training. The basis of this course is dependent upon the actual student experience and constant evaluations from the site administrator/ mentor and teacher visit evaluations. The course is 1 semester long which includes 14 weeks of sponsor evaluations and 2 weeks (12 hours) of in class or homework responsibilities.

Knowledge and skills.

- (1) The student uses employability skills to gain an entry-level job in a high-skill, high-wage, or high-demand field.
- (2) The student is expected to:
 - (A) Identify employment opportunities;
 - (B) Demonstrate the application of essential workplace skills in the career acquisition process;
 - (C) Complete employment-related documents such as job applications and I-9 and W-4 forms; and
 - (D) Demonstrate proper interview techniques in various situations.
- (2) The student develops skills for success in the workplace. The student is expected to:
 - (A) Comprehend and model appropriate grooming and appearance for the workplace;
 - (B) Demonstrate dependability, punctuality, and initiative;
 - (C) Develop positive interpersonal skills, including respect for diversity;
 - (D) Demonstrate appropriate business and personal etiquette in the workplace;
 - (E) Exhibit productive work habits, ethical practices, and a positive attitude;
 - (F) Demonstrate knowledge of personal and occupational health and safety practices in the workplace;

(G) Demonstrate the ability to work with the other employees to support the organization and complete assigned tasks;

(H) Prioritize work to fulfill responsibilities and meet deadlines

(I) Evaluate the relationship of good physical and mental health to job success and personal achievement;

(J) Demonstrate effective verbal, non-verbal, written, and electronic communication skills; and

(K) Apply effective listening skills used in the workplace.

(3) The student demonstrates work ethics, employer expectations, interaction with diverse populations, and communication skills in the workplace. The student is expected to:

(A) Illustrate how personal integrity affects human relations on the job;

(B) Demonstrate characteristics of successful working relationships such as teamwork, conflict resolution, self-control, and the ability to accept criticism;

(C) Analyze employer expectations

(D) Demonstrate respect for the rights of others;

(E) Demonstrate ethical standards; and

(F) Comply with organizational policies.

ADA STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at the Lubbock Center, the Levelland Student Health & Wellness Center 806-716-2577, Reese Center Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

- **South Plains College Culinary Arts Alcohol Use Policy: South Plains College Culinary Arts program uses various liquors, liqueurs, wines and beers as recipe ingredients within the culinary curriculum. Alcohol is secured in the culinary facility and only accessible by culinary faculty. Alcohol may only be used if a recipe requires liquor/liqueur/wine/beer as an ingredient. Consumption of alcohol by students is strictly prohibited. Alcohol is only to be handled by instructors; no exceptions. Violations will be considered a "Student Code of Conduct" violation and will result in strict disciplinary action, including referrals to the Executive Director of Lubbock Center, Dean of Students, and Campus Police.**

Grading Policy:

1. There will be **no** Formal written Exams for this course
2. Homework Assignments, including “weekly student Evaluation Sheets” will be available online through **Blackboard MyCulinary Lab** throughout the semester. Please go to Blackboard and register your username first. If you’ve already bought an access code, you may register with the access without payment. If you do not have an access code, you will be asked to pay before you can access to the online assignments.
3. Individual effort must be demonstrated on all work. Also considered inappropriate is the use of, in any fashion, a solution manual of any kind. It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. **Academic Dishonesty:** “At minimum, the first instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive a zero for the assignment. The second instance of academic dishonesty will be submitted to Student Judicial Services and the student will receive an F in the course and be expelled from the program”.
4. Class work/ attendance and attention will be crucial to the student’s successful completion of this course. Attendance is mandatory, you are allowed ONE excused absence throughout the semester, but are expected to work your assigned schedule.
5. The grading scale is as follows:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Assessment Methods for course learning goals:

Practicum log book/ WEEKLY	30 %
Completed resume/ portfolio	20%
Weekly Supervisor Evaluation sheet	50%

Core Competencies to be evaluated (summary)

See Form 1 for details

- Student’s overall performance and satisfactory task completion and comprehension
- Student’s display of professional attitudes necessary for career success
- Student’s ability and desire to comprehend and perform work tasks
- Student’s professionalism and ability to get along with fellow employees, supervisors and/or clients/customers

SPECIFIC COURSE / INSTRUCTOR REQUIREMENTS

Textbook and other Materials:

1. No textbook is required for this course
2. If the facility requires you to have your own basic tools, uniforms or other necessary items, you will be required to purchase them.
3. The facility will inform you of any other requirements.
4. Students are required to fill out or have filled out, and maintain the following forms for their PRACTICUM LOG BOOK:
 - a. Weekly work schedule
 - b. Log of hours worked form
 - c. Weekly supervisor's evaluation form

PORTFOLIO AND PRACTICUM LOG BOOK

To be handed in at the end of the semester for Final Grade. It will include the following

1. **All work schedules, with supervisor's signature**
2. **All Weekly Log of Hours worked Forms with supervisor's signature**
3. **All Weekly Supervisor's Evaluation Form**
4. **Student Self- Evaluation Form**
5. **Completed Resume and career Portfolio**
6. **Training Site Survey**
7. **Formal Letter of Appreciation and/ or letter of resignation to sponsor site**

CLASS / WORKPLACE ATTENDANCE POLICY

A student is expected to be at the assigned facility 21 hours a week, no exceptions. Lack of attendance will result in automatic withdrawal from the Practicum Course. You are required to be at the college for scheduled meetings.

SPECIAL REQUIREMENTS:

- A student's conduct is expected to follow the guidelines stated in the college catalogue, student handbook and guidelines for the facility, any deviation will result in immediate disciplinary action.
- The student is responsible for following the administrative policies of the Facility, as well as, all State and Federal Guidelines required in the industry.
- The student is responsible for acquiring and/or maintaining any or all certifications required by the facility. (I.e. Food Handlers, TABC, etc.)
- The student is responsible for reporting to the Facility on time and following all established regulations of the Facility.
- The student is responsible for his/her own transportation.

STATEMENT OF AGREEMENT

STUDENT NAME: _____

Student ID Number: _____

Course Name: CHEF 1364-271 PRACTICUM Culinary Arts

Semester spring 2021

I have read and understand this syllabus and agree to comply with the requirements set forth within this practicum course.

Signature

Date:

Each second-year practicum student completes a Training Survey. The purpose of this assignment is to help the student trainee become better informed about the history, rules, and personnel policies of the company that is providing work-based training experiences. Since students often hesitate to ask questions about a company's policies and procedures, which vary greatly from one company to another, this activity helps students learn the regulations and personnel policies pertaining to their training sites. Consultation with the training sponsor may be needed to complete this survey.

Form to be created and typed by student for final submission in portfolio/ practicum log book

Training Site Survey _____

Student _____

Training Site _____

Training Sponsor _____ Date _____

GENERAL INFORMATION

1. Name of business serving as the training site:
2. Address of business:
3. Telephone number of business:
4. History of business (may include the total number of stores in town, statewide, and/or nationwide)
5. Type of business (corporation, partnership, proprietorship, franchise)

Explain

1. Description of goods or services offered:
2. Number of full-time employees and part-time employees in business:
3. Owner's name and method of addressing:
4. Manager's name and method of addressing:
5. Training supervisor's name and method of addressing:
6. Names of at least five co-workers:
7. Normal hours of business — days of week open, etc.:

POLICIES AND PROCEDURES

Describe the following procedures as they apply to the business.

1. Arriving and leaving work at the beginning and end of the work shift:
2. Leaving during working hours:
3. Personal telephone calls or texting:
4. Answering the telephone:
5. Storage for personal belongings:

6. Dress code (proper wearing apparel, uniforms, shoes, hair, etc.):
7. Employee identification (such as name tags, pins, etc.):
8. Holidays and vacations:
9. Orientation and special training programs:
10. Probationary period:
11. Overtime (for full-time employee, part-time employee):
12. Payroll deductions:
13. Discount policies for employees:
14. Tips:
15. Meals:
16. Eating on duty – regulations:
17. Breaks:
18. Smoking on duty (for employees who meet age requirements):
19. Safety precautions:
20. Health regulations:
21. Sick leave policies:
22. Other employee benefits:
23. Reporting accidents:
24. Emergency and disaster procedures (such as fire, tornado, etc.):
25. Discipline and conduct (other evaluation procedures):
26. Attendance and punctuality (when and to whom to report if absent or late):
27. Termination:
28. Employee communication (such as bulletin boards, e-mail, Web sites):

Industry Evaluation Document and Approval Document

To be completed by Course Instructor

Assigned Training Facility: _____

Sponsor: _____

I, Patrick Ramsey, C.E.C., Executive Chef & Program Specialist of Culinary Arts, having evaluated the above training facility and supervisors of the student for the Practicum course CHEF1364-271 for the SPRING semester, 2021 confirm training is appropriate to the prescribed curriculum and supervisors are adequately qualified in the Culinary Arts discipline.

Faculty Signature _____ Date _____

South Plains College Practicum Agreement

Culinary Arts Program

This Agreement is executed during Spring Semester, 2021, between South Plains College, for and on behalf of SOUTH PLAINS COLLEGE, Culinary Arts Program, sometimes referred to as “College” in this agreement, and _____ (sponsoring facility) sometimes referred to as “Facility” in this agreement, witnessed:

WHEREAS, the College and the Facility have the following common objectives: (1) to provide additional practical experience in Culinary Arts for the students of the College; (2) to improve the overall educational program of the College by providing opportunities for learning experiences that will progress student to advance levels of performance; (3) to increase contacts between teaching faculty and industry expertise; and (4) to maintain an industry related program that will strive to meet current and future needs of the Industry.

NOW, THEREFORE, for and in consideration of the foregoing, and in further consideration of the mutual benefits, the parties to this agreement agree as follows:

1. **GENERAL INFORMATION**

- a. The CHEF 1364.271 Practicum Course will be consistent with the semester plan for the College.
- b. The period of time for each practicum will be as listed in the degree plan of the College, as indicated in the college catalog.
- c. Student eligibility to participate in the practicum will be determined by the College Program Staff.
- d. It is understood that the students assigned to the Facility are not its employees and are not entitled to any benefits of employees, such as those covered by the Workmen’s Compensation Act. Compensations, such as wages, are not required since the College views this as an unpaid option.
- e. It is understood that there shall be no discrimination against any student because of race, creed, gender, or place of natural origin.

2. **RESPONSIBILITIES OF THE COLLEGE**

- a. The College shall initially select students for all Practicum experiences.
- b. The College is responsible for supplying any additional information required by the Facility prior to the arrival of the students, such as practicum director guidelines.
- c. The College will assign to the Facility only those students who have satisfactorily completed the prerequisite portion of the curriculum.
- d. The College will designate a faculty member to coordinate with a designee of Facility the assignment to be assumed by the student participating in the practicum.
- e. The College shall require faculty members and students, while on the premises of the Facility, to abide by the policies, procedures, rules and regulations of the Facility.

- f. Program faculty shall meet with the Teacher, Director and/or Executive Director of the Facility, periodically throughout semester, to share information, ideas and other necessary communications.
- g. The College will ensure that students are covered by professional insurance.
- h. The College will provide all evaluative documents for each student enrolled in the Practicum.

3. RESPONSIBILITIES OF THE FACILITY

- a. The Facility shall provide a jointly-planned, supervised Practicum experience.
- b. The Facility Director and/or Teacher will provide evaluation information on a student's performance to the College faculty upon request or as needed.
- c. The Facility may request that the College withdraw from the practicum any student whose performance is unsatisfactory, whose personal characteristics prevent desirable relationships within the Facility, or whose health status is a detriment to the student's successful completion of the Practicum assignment.
- d. The Facility shall provide equally, to each student participating in the practicum within a given semester, any student arrangements, considerations, and experiences mutually agreed upon by the College and the Facility.
- e. The Facility shall notify the College in writing or by phone of any change of the Executive Director and/or Director.
- f. The Facility shall allow scheduling of students during any or all of the current operating hours of the Facility.
- g. The Facility will allow the Practicum Instructor to work directly with the Facility, Director, Teacher, and other staff on curriculum planning, specific goals and objectives of training as it relates to the Facility, and students participating in the Practicum.

4. RESPONSIBILITIES OF THE STUDENT

- a. The student is responsible for following administrative policies of the Facility, as well as all state and federal guidelines required in the Industry.
- b. The student is responsible for maintaining any or all certifications or licenses required by the Facility.
- c. The student is responsible for reporting to the Facility on time and following all established regulations of the Facility.
- d. The student is responsible for his/her own transportation.

- e. The student will not submit for publication, any material regarding the practicum educational experience without approval of the Facility and the College.
- f. The student is responsible for maintaining a clean driving record.

5. DEPARTMENT AFFILIATION AGREEMENTS AUTHORIZED

- a. The authority to execute these affiliation agreements shall remain with the Dean of Technical Education of the College and the chief administrative office of the Facility unless it is specifically delegated to others.

6. TERM OF AGREEMENT, MODIFICATION, TERMINATION

- a. This agreement is for a term of one semester.
- b. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment when both parties agree to such amendment.

EXECUTED by the parties on the _____ day of _____, 2021.

SOUTH PLAINS COLLEGE

"Facility" Authorized Representative

Rob Blair, Dean of Technical Education

Date

"Chairperson Name, Title"

"Faculty Name", "Program Title" Instructor

Student Printed Name

Student Signature

Date