



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** CULA 2180 Culinary Internship

**Section ID:** 50254.202350

**Semester and Year:** Summer 2023

**Credit Hours:** 1

**Start Date:** May 08, 2023

**End Date:** August 03, 2023

**Course Format:** CON - Conventional Methodology

**Catalog Course Description:** This course is a supervised work experience in the culinary field requiring a minimum number of work hours. Work activities can range from entry-level to professional cooking. Individual conferences with the intern director are arranged instead of class attendance.\*

Permission of Internship Director Required. **(F)(S)(Su)**

**Meeting Details:** TBD

**Course Drop Deadline:** July 04, 2023

### Instructor Information

**Name:** Joseph Cairns

**Office Location:** CAPE 126

**Office Hours:** Call or email for appointments

**Office Phone:** 865-774-5816

**Email:** Joseph.Cairns@ws.edu

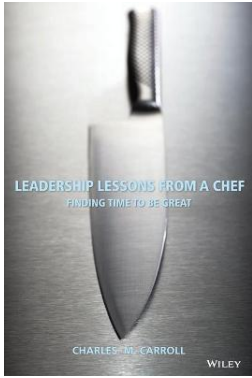
**Supervisor Name:** Dr. Tera Bunch Howerton, Dean of Business and Technical Education

**Supervisor Phone:** 423-585-6961

**Secretary Name:** Deb Peachey

**Secretary Phone:** 865-774-5817

### Required Textbook(s) and Materials



**Leadership Lessons From a Chef**

**Subtitle:** Finding Time to Be Great

**ISBN:** 9780470125304

**Authors:** Carroll

**Publisher:** Wiley

**Publication Date:** 2007

## Supplemental or Optional Materials

Be sure to have all of your tools each day that you are at work. You are expected to be an ambassador for the college when wearing the Maples Culinary Institute uniform. You are expected to act professionally when representing the college off and on campus alike. *The following book is a great addition to any aspiring chef's library:* **Leadership Lessons from a Chef: Finding Time to Be Great.** ISBN: 9780470125304

## Student Learning Outcomes/Objectives

- The student intern will learn how to successfully manage different stations in a kitchen through a rotation period of a full semester..
  - Document daily activities in journal entries.
  - Learn how to set professional goals.
  - Learn how to establish a plan to achieve established goals with the support of an internship mentor.
  - Learn how to set up a station.
  - Learn how to strive during production and service periods through effective strategic planning.
  - Learn how to maintain your focus and achievement of your daily and long term goals.
  - Learn how to quickly adapt to the ever-changing kitchen environment.
  - Practice production planning and serving controls focusing on requirements and quality.
  - Identify, characterize and recognize various menus and what major constraints (cost, personnel, food availability, and patron preferences and needs) must be considered for planning menu.

- Describe purchasing and receiving and discuss procedures for storing and issuing products.
- Describe labor cost controls and training processes used.

## Instructional Approach and Methods

Students wishing to complete an industry-based internship, either paid or unpaid, must meet the Culinary Arts internship criteria outlined below- PRIOR TO APPLICATION! It is preferable that this is done in the semester PRIOR to the internship. Supporting documentation must be attached to application submission. Each application will be reviewed by the Internship Coordinator and evaluated for eligibility. (No application for placement that requests a student's current or previous place of employment as a host site will be considered unless already approved).

1. All students are required to complete a 13-15 week internship placement during their last semester working a minimum of 400 hours.
2. Internship details and requirements are fully explained in the Maples Institute for Culinary Arts Internship Placement Agreement that all students are required to complete prior to placement. This information is provided to students prior to the semester and is also located under the content section for this class on eLearn.
3. Industry Placed Internships for qualifying students can be paid or unpaid positions and are subject to external placement criteria. Externships sites must be pre-approved by the Internship Coordinator.
4. All students, regardless of the type of placement (Program based Internship or Industry based Placement) must fill out a STUDENT INTERNSHIP AGREEMENT and complete all the stipulated components of CULA 2380-111 during the internship placement.

## Assessment, Evaluation and Testing Procedures

| Requirements                         | Percentage of Grade |
|--------------------------------------|---------------------|
| 3% each week- Weekly Journal Entries | 42%                 |
| Schedule of Goals and Objectives     | 5%                  |
| Employer Mid-Term Evaluations        | 10%                 |
| Self-Mid-Term Evaluations            | 5%                  |
| Kitchen Lay-Out and Evaluation       | 3%                  |
| Employer Final Evaluations           | 10%                 |
| Self-Final Evaluations               | 5%                  |
| Final Summary and Portfolio          | 20%                 |

| Requirements | Percentage of Grade |
|--------------|---------------------|
| TOTAL        | 100%                |

Internship is a vital part of the culinary arts program and the final requirement for graduation. As previously mentioned, you should begin to address your internship at the beginning of your second year (third semester) and work during the third semester to secure the placement that will best fit your career path.

## Registration Procedures

1. Define your personal goals and objectives. What do you want to accomplish during this placement? This is critical in helping establish a list of sites and selecting the proper one based on your career goals.
2. Meet with each prospective placement site supervisor and discuss placement opportunities. If approved for external placement, determine if it will be paid or unpaid. Discuss objectives & goals of both placement site and student. Determine if site is Maples Institute for Culinary Arts **approved** or seek approval of site. **(To be WSCC approved, site must have an industry-experienced chef/supervisor, must agree to the terms of intern contract and be willing to allow the student intern to do departmental rotations.)**
3. Properly fill out the appropriate Internship Agreement.
4. Meet with host site supervisor and finalize agreed goals, objectives and job description. Properly fill out the Culinary Arts Institute Internship Agreement with host site.
5. Submit all forms and journal entries at assigned dates; refer to outline located on eLearn for specifics. Please refer to formatted requests for The required forms will include the following:

## Week One Documents

**Due at the end of week one (1) in assigned drop box prior to 11:59 pm.**

1. 5 defined goals and objectives- establish with your mentor/supervisor.
  1. **Establish the 5 objectives/goals for internship** (Be sure goals are SMART-specific, measurable, attainable, realistic and time-bound. Work with your mentor to establish)
  2. **Elaborate on HOW goals will be achieved**
  3. **Establish WHEN goals will be completed**
2. Signed Internship Contract
3. WEEK ONE journal entry> Complete journal entry using the daily journal entry form for each day worked. Save each day and add on each day to complete the days worked in a week. Save as a word document with the title **YOUR LAST NAME, Week 1 Journal Entry**.

1. Journal entries should be detailed and include job performance specifics, menu items detail, specials detail, operational detail, pictures and professional overview materials.
- b. A journal entry template is included to assist you and must include your name; place of employment; direct supervisor and title; position or station worked and the date and times covered by each DAILY/SHIFT submission.
- c. Weekly journal entries should also include any progress reports or evaluations done by site supervisor during position rotations etc.
- d. Weekly journal entries are due to the internship coordinator no later than 11:59 PM Monday night of each week after the start of the semester for 13 submissions total.
- e. The final Journal submission overview and the final weekly submission will be due by Wednesday afternoon of finals week prior to 4 pm.

## Week Two Documents

**Due at the end of week two (2)- in assigned drop box prior to 11:59 pm.**

1. Tentative rotation schedule from employer- student intern is required to work at least three different rotations during the internship period.
2. Mentor Information- please provide all contact information for your mentor.
3. Initial Site Evaluation of Host Site.

## Mid Term Documents

**Due at the end of week seven (7) – in assigned drop box prior to 11:59 pm.**

1. Mid-Term self-evaluation of host site- This is a checkpoint to make sure you are on schedule and addressing your goals and objectives. The mid-term evaluation should include;
  1. An honest measure of your progress towards goals & objectives;
  2. Any adjustment to your goals and objectives you feel are necessary based on the first seven weeks of work;
  3. General overview and personal assessment of your internship to date.
  4. Mid-term intern evaluation by site supervisor evaluating the same criteria.
2. Kitchen layout and evaluation- Provide an overview of the kitchen layout and an evaluation of the choice of equipment, as well as your evaluation of the functionality and efficiency of the layout and equipment.

# Final Documents for Student Internship journal

Due on Wednesday of week thirteen (13)- in person or in drop box by 4:00 pm.

1. Final summary paper- as defined in Internship Criteria. ***A summary and reflection of the internship will be included, at a minimum of 300 words, no maximum limit.*** Please also include any supporting documentation (actual menus, photos etc...if any).
2. Intern final evaluation of host site- Exactly like the mid-term but it should include your final justification for all your objectives / goals as well as the evaluation checklist. Did I accomplish my goals? (i.e.: I now can cook a rare steak to order during a busy dinner service, I can ice a cake in 5 minutes, etc.)
3. Final employer evaluation of intern.
4. Final exit interview of student intern from host site.

1. 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.
2. The student is representing Walters State Community College and the Culinary Arts program and their behavior must always be professional, respectful, and courteous.
3. Termination of employment by the employer of student/employee may likely result in grade of F for the course, and the course will have to be repeated in its entirety. Given an instance such as this, the student should contact internship coordinator immediately.
4. The employer or direct supervisor(s) will be asked for a final evaluation of the student's performance at the end of the internship period. This evaluation form should be completed and returned by the student intern by Tuesday of finals week, so that it can be submitted no later than 4 pm on Wednesday of finals week.

The internship is graded on performance and content submitted. Each student will earn the grade they receive by how they are evaluated on their performance and what they submit to the internship coordinator in a timely manner.

## Grading Scale

|   |          |
|---|----------|
| A | 90%-100% |
| B | 80%-89%  |

|   |               |
|---|---------------|
| C | 70%-79%       |
| D | 60%-69%       |
| F | 59% and below |

## Assignments

Refer to the Semester Outline located on eLearn for specifics regarding the weekly due dates for all internship submissions. Each assignment has a grade, so be prudent to get these submitted. Your internship outcomes are supported by the habits that you create with regard to documentation, and the same will apply throughout your career.

## Class Participation

### Student Agreement

The internship program is an extended learning experience to quantify the in-class experiences of programs offered at The Maples Institute for Culinary Arts at Walters State Community College.

**As such, I agree to abide by the standards established by The College and agree to comply with the following student obligations:**

1. I will meet with my academic advisor to discuss an internship experience that best suits my academic and personal needs. It is my responsibility to ensure that the internship for which I enroll fit appropriately with my degree program and my graduation plans.
2. I will conduct myself in a professional manner in all correspondence with prospective host sites and with Walters State faculty and staff with whom I consult regarding the internship.
3. I agree to carefully consider all offers before accepting an internship position. Once I have accepted an offer, I am obliged to honor my acceptance.
4. I will inform Internship coordinator and Administrative Aide at Maples Institute for Culinary Arts of my current address and phone number while participating in the internship.
5. I will maintain an active email account while at my internship. I will inform the Internship coordinator of this address and will check my email at least once every other day.
6. If I plan to graduate the semester I am interning, I must turn in all required assignments by the deadline(s) established in the Internship Agreement. Failure to meet this obligation will result in failure to graduate on time.

## Course and Class Policies/Procedures

Be sure to format all files in a universal format (Word or PDF); list all of your weekly submissions for your internship with *your name* in ALL CAPS, followed by a consistently formatted description of what is to follow.

Some examples are listed below:

CAIRNS, Internship Agreement, SU23

CAIRNS Goals and Objectives, SU23

CAIRNS, Week 1 Journal, SU23

CAIRNS, Initial Evaluation, SU23

CAIRNS, Kitchen Layout and Evaluation, SU23

## Online/Web-Enhanced Course Supplementary Information

All documents for this class are located on eLearn as well as the internship team on Teams. It is suggested to download all forms before you need them so that you are able to access at all times.

## Additional Course Requirements/Details/Information

Please be pro-active about your internship experience. What you make of your time in your internship will determine what you take from it. You should always have great mise en place; consider always having a notepad with you at work to take diligent notes. You should ask lots of questions and be open to learning from all of your co-workers. If you are open to this, you will be surprised how much more you may learn. You will need to stay on track, as you will be unable to sufficiently go back and document the work that you did weeks ago- it is a futile and pointless effort, and akin to cheating- it will provide you no value, but it will allow you to pass the class.

## Academic Program Standards/Policies/Accreditation Information

You will be a representative of the Maples Culinary Institute at Walters State, an ambassador of sorts. If you have yet to start, this will be the true start of professionalism in your career. You should behave



in a manner that meets or exceeds your workplace standards and that of our program. remember, if you are following others, you will never find your path and you will rarely be leading.

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).

Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
  - b. Copying another student's work and submitting it as one's own.
  - c. Forging or otherwise altering signatures.
  - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
    - a. Utilizing old tests, projects, notes or written papers.
    - b. Providing unauthorized information to a fellow student about exam content.
    - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
    - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
    - e. Consulting with a classmate or others when taking a computerized test.
    - f. Disregarding other specific policies and procedures outlined for a particular class.
    - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
    - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

## Student Resources

## **TUTORING SERVICES**

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.waltersstate.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.waltersstate.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.waltersstate.edu/academics/mathematics/learning-lab)

## **TECHNOLOGY SUPPORT**

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://www.waltersstate.edu/helpdesk)  
[helpdesk.ws.edu](https://www.waltersstate.edu/helpdesk)

## **STUDENTS WITH DISABILITIES SUPPORT SERVICES**

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://www.waltersstate.edu/student-services/disability/)  
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

## **SUICIDE PREVENTION STATEMENT**

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate

help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

## College Policies

### **STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT**

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](https://catalog.ws.edu/)  
[catalog.ws.edu/](https://catalog.ws.edu/)

[Walters State Timetable of Classes \(opens in new window\)](https://ws.edu/admissions/registration/)  
[ws.edu/admissions/registration/](https://ws.edu/admissions/registration/)

### **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**

This syllabus sets forth the expectations for the 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. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

### **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

[ws.edu/home/](http://ws.edu/home/)

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](https://ws.edu/set/)  
[ws.edu/set/](https://ws.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)