

# El Paso Community College

## Syllabus

### Part II

## Official Course Description

<b>SUBJECT AREA</b>	<u>Culinary Arts and Related Sciences</u>
<b>COURSE RUBRIC AND NUMBER</b>	<u>CHEF 2264</u>
<b>COURSE TITLE</b>	<u>Practicum (or Field Experience)-Culinary Arts/Chef Training I</u>
<b>COURSE CREDIT HOURS</b>	<u>2            0            :</u> <u>14</u>
	Credits            Lec            Lab

### I. Catalog Description

Provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Lab is an on-campus experience. **Prerequisite: CHEF 1314. Corequisite: CHEF 2331. (0:14).**

### II. Course Objectives

- A. Unit I. Overview of the Foodservice Industry
  1. Determine traditional and modern employment opportunities in the foodservice industry
  2. Identify key positions in the workplace and how they relate
  3. Determine management's responsibilities, positions, and wages
- B. Unit II. Career Goals and Organization
  1. Explain the importance of setting and attaining goals
  2. Develop a realistic timeline for goal accomplishment
  3. Define personal organization and identify its importance in the professional workplace
- C. Unit III. Resume, Work Experience, Letter of Introduction, and Thank You Letter
  1. Develop proper resume writing skills
  2. Identify the importance of letters of introduction, letters of recommendation, and letters of intent
  3. Identify the importance of a thank you letter
  4. Write and/or obtain letters of introduction, letters of recommendation, letters of intent, and thank you letters
  5. Obtain food handlers card.
- D. Unit IV. Job Descriptions, Organizational Charts, and Job Responsibilities
  1. Identify the need for job descriptions and how they relate to the employee
  2. Identify the importance of an organizational chart
  3. Identify the responsibilities of particular jobs
- E. Unit V. Finding the Right Job and Place of Employment
  1. Identify the standards that indicate an appropriate work environment for the individual
  2. Determine the qualities/standards of a job site that best meet individual needs
  3. Assess the need for professional networking
  4. Participate in a job interview

5. Maintain employment
- F. Unit VI. Equal Employment Opportunity
    1. Establish the role of the EEOC in employment
    2. Define the term sexual harassment
    3. Define the term discrimination
    4. Identify appropriate methodologies employed by management in cases of sexual harassment, hostile environment, quid pro quo, or discrimination
  - G. Unit VII. Internship/Externship
    1. Complete a minimum of 210 hours of work experience on the job within the foodservice industry
    2. Perform the various functions required by the job site
    3. Adhere to work practices, policies, and procedures established by the employer
    4. Prepare a report on progress of employment-related skills
  - H. Unit VIII. Summarization of Job Experience
    1. Document work experience
    2. Identify skills learned and expanded upon
    3. Assess the importance of teamwork, communication, and a baseline of food preparation skills in the work place
    4. Summarize the overall experience
  - I. Unit IX. Final Project Completion and Certification
    1. Prepare for Certified Culinarian Exam as developed by the American Culinary Federation
    2. Perform Certified Culinarian Exam as outlined by the American Culinary Federation

### **III. THECB Learning Outcomes (WECM)**

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **IV. Evaluation**

- A. Pre-assessment
 

Instructors should check each student's prerequisites the first week of class; those who do not qualify should be sent back to Admissions. Students should pass any applicable safety tests during the first week. The instructor should counsel students regarding specific safety issues.
- B. Challenge Exam
 

Students who wish to challenge the course should contact the Testing Center and the Instructional Dean. Challenges must be accomplished before the census cut-off date. Students who have previously received a W or a letter grade for the course are not eligible to challenge this course.
- C. Post-Assessment
  1. The instructor will maintain a continuous record of each student's progress on an institutionally approved grade sheet or computerized substitute. All instructors must keep records in such a way that information would be clear to a second party having to check grade computation in special cases. An explanatory legend should be provided on the grade sheet.
  2. The evaluation of the student's work should be based on the student's mastery of the assigned objectives. In addition to preparations, the instructor may require quizzes and

exercises on cooking methods, terminology, and use of tools. The instructor may also require researching of recipes.

It is essential that student do assignments throughout the semester. These units are to be seen as overlapping and intertwined with one another.

Any projects will be devised at the instructor's discretion. In addition to menu fabrication, they may include but are not limited to the following: entrée preparation, starch and vegetable preparation, and dessert plate-ups. Instructors are strongly encouraged to require that recipe research be typed or composed on a word processor or computer.

**D. Final Examination**

A final examination is required in all Culinary and Restaurant Management Classes. The exam should consist of (or at least include) a written test and/or a hands-on preparation given in class/lab during the scheduled final examination period.

If the instructor thinks the final sauce fabrication and/or written exam do not reflect a satisfactory mastery of the course objectives, the exam may be used as a justification for failing the student for the course. In such cases, it is advisable to have one other instructor confirm the evaluation of the work.

If the instructor judges that the final fabrication and/or written exam meet the course objectives satisfactorily, the work will be graded and may be averaged in with the other course work to determine the course grade.

**E. Grading Percentages**

Grade percentages for determining the course grade may be devised by the individual instructor, but the in-class projects will account for at least 70% of the student's grade. At the instructor's discretion, the grade for the final exam may be averaged as part of the 70%.

**F. Remediation**

At the instructor's discretion, students may be allowed to retest for higher grades. Students seeking additional help may obtain tutoring assistance from the Chef Instructor as time permits.

**G. Grading Scale:**

A = 90 – 100	I = Incomplete
B = 80 – 89	W = Withdrew/ Withdrawn
C = 70 – 79	
D = 60 – 69	
F = below 60	

**V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

**VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to

see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

## **VII. Title IX and Sex Discrimination**

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.