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CULA 298.01: Food Service Internship

Thomas L. Campbell

University of Montana - Missoula, thomas.campbell@mso.umt.edu

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Culinary Arts

MISSOULA COLLEGE

UNIVERSITY OF MONTANA

BUSINESS TECHNOLOGY DEPARTMENT

FACULTY: Chef Thomas Campbell, director.

thomas.campbell@umontana.edu

243-7815

CREDITS: 4

PREREQUISITES: Enrolled in final semester of program, minimum of “C” in all CUL and FSM courses, or recommendation of Culinary Program Director.

OFFICE: Culinary Offices.

HOURS: 7a.m.–3 p.m. or by appointment.

COURSE DESCRIPTION: On-the-job training in position delegated by the Culinary Arts Internship Director. This experience increases students’ skills, prepares them for initial employment, and increases occupational awareness and professionalism. Students work a minimum of 300 hours at approved event sites and attend scheduled on campus meetings.

COURSE SYLLABUS

CULA 298 Internship

Date revised: Fall 2015

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, the student will be able to:

- ✓ Employ classroom skills in a 300 hour Missoula College, UM business environment.
- ✓ Develop occupational preparedness and professionalism through completion of employment credentials and attendance of seminars.
- ✓ Gain experience for initial employment.

COURSE REQUIREMENTS:

1. Sign up with UM On-Line Internship Department: Complete details are included below in this document. <http://www.umt.edu/internships/>.
2. Complete the Culinary Arts Internship and submit completed “Learning Agreement”, including Program Director approval. No hours will be recorded until this is done.
3. Submit completed and signed program objectives identified in “Learning Agreement Goals for management Internship”, within the first two weeks of the internship experience.
4. Complete time cards and turn in weekly to Internship immediate supervisor. Incomplete cards will not be accepted.
5. Submit Midterm Evaluation at 150 hours (student responsibility) – Copy.
6. Complete 300 hours of supervised work under the supervision of the Culinary Arts Program chef instructors at Missoula College UM.
7. Externship will require 150 hours off campus and 150 hours on campus and evaluations will be prorated at half time for each component.
8. Attend scheduled seminars for special topics, group discussions, guest speakers and oral presentations.
9. Prepare a portfolio organized in a bendable/foldable binder. See attached document for requirements.
10. Final Evaluation by Supervisor, copy available for intern.
11. Be responsible to schedule for and participate in the planning, preparation, and execution of the Portfolio Review Banquet at the end of the semester. See attached document for requirements.
12. Be responsible to schedule for, plan, prepare and execute Final Practical Exam. See attached document for requirements.
- 13.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

Percentage of Point Allocation per Course Requirement

• Quiz 1	5%
• Quiz 2	5%
• Midterm Evaluation	10%
• 300 Hours Supervised Work	40%
• Report	10%
• Portfolio Binder	20%
• Final Written Exam	10%
• Final Practical Exam	Pass or fail

Any missing projects and seminars will decrease the student overall grade. A midterm evaluation will be done at completion of 150 hours. The midterm evaluation is the responsibility of the student to obtain and request employment supervisor to complete. The original copy of the midterm evaluation must be turned into the Internship Director when 300 hours of internship is complete. At completion of 300 hours of work with appropriate documentation and final evaluation by supervisor, attendance at required scheduled meetings, and completed portfolio, grade will be calculated using the following grading scale:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

Below 60 = F

FINAL NOTE:

1. Previous work experience cannot be accepted toward internship course.
2. Ideally, the required number of hours should be spread over the entire semester so that the student is able to experience the depth of a variety of tasks, circumstances, and solutions that likely will not occur in a condensed time-frame.
3. An incomplete grade, "I", will be assigned until all requirements have been met. An incomplete grade will count as an "F" according to Financial Aid guidelines.
4. All Internship positions must have prior approval from Program Director to assure qualifications.
5. Student must ensure that internship work schedule responsibilities not interfere with the Portfolio Review Banquet.

ON-LINE INTERNSHIP:

Greetings Internship Student,

The following is an overview of the on-line Internship process. For complete instructions to the on-line process please contact Chef Campbell at thomas.campbell@umontana.edu.

If you run into problems don't hesitate to contact:

Andrea Rhoades

Academic Enrichment | The University of Montana

406-243-2569 | www.umt.edu/ae | andrea.rhoades@umontana.edu

Non-Credit internship:

- New Culinary students will take three semesters of the CULA 198/ CRN 00000/ no -credit option for fall, spring, fall.
- Students will complete an Online Learning Agreement for each of those semesters with the start and end dates of the internship correlating to the semester. Work supervisors for the students during the CULA 198 internships will be either Chef Nack, Chef Elliott or Chef Burland. Chef Campbell will be the student's faculty advisor.

CULA 298-AU15 – Campbell – (AU – SP – SU – WS)

- Approval emails for the non-credit internships will be sent to the student's work supervisor (either: Nack, Elliott or Burland) and the student's faculty supervisor (Chef Campbell). Please complete these in a timely manner to keep the process going.
- Two weeks before the semester ends, the student and the supervisor will receive an evaluation to complete.
- The completed evaluations will be stored in the faculty advisors Griz eRecruiting account. Internship Services will also send you a semester report of student and supervisor evaluations 4-5 weeks after the semester ends.

For-Credit Internship:

- Students in their final semester will take the CULA 298, four-credit internship. The CRN for this course can be found on Cyberbear or Banner (the CRN for spring 2015 for CULA 298 is 31593).
- Students will complete an Online Learning Agreement for the final semester with the start and end dates of the internship correlating with the semester. Work supervisors for the CULA 298 will be either Chef Nack, Chef Elliott or Chef Burland. Chef Campbell will be the student's faculty advisor.
- Approval emails for the CULA 298 internships will be sent to the student's work supervisor (either: Nack, Elliott or Burland) and the student's faculty supervisor (Chef Campbell).
- Two weeks before the semester or end date of the internship, the student and work supervisor will receive an evaluation form via email to complete.
- The completed evaluations will be stored in the faculty advisors Griz eRecruiting account. Internship Services will also send you a semester report of student and supervisor evaluations 4-5 weeks after the semester ends.

Reference links:

- Internship Service website: <http://www.umt.edu/internships/>
- Login to Griz eRecruiting: <http://www.umt.edu/internships/> (Click on "Student NetID Login" in the gray box)
- Griz eRecruiting info: <http://www.umt.edu/internships/OLA/GrizeRecruiting.php>
- Information about Online Learning Agreement: <http://www.umt.edu/internships/OLA/default.php>
- Online Learning Agreement Worksheet:
<http://www.umt.edu/internships/imx/Online%20Learning%20Agreement%20Worksheet.pdf>
- You will be able to track who has completed an online learning agreement through the email approvals you get or asking for a report showing names of students who have completed CULA 198 or 298.

ATTENDANCE POLICY:

Attendance will be taken. Each missed class will result in a 5-point deduction from final points accumulated. No make-up is allowed for lab production. If students are absent for any reason, they will be accountable for any information disseminated and be held responsible for class notes, announcements of tests, and assignments.

PARTICIPATION:

Students must demonstrate teamwork as consistent with industry. This is necessary as students contribute to the learning environment and become active learners by attending class and participating. Students who read text assignments prior to class will be equipped to participate and will obtain the most from this course. Participation points will be granted or denied depending on how the student exhibits enthusiasm, interest, teamwork, organization, and preparedness.

DUE DATES:

To receive full credit, assignments must be submitted by stated due dates. Late assignments will be lowered by 50 percent. No late assignments will be accepted after week 13.

TESTS:

Tests will be given during the semester as announced. Assignments for makeup tests will be made only if faculty is notified by voice mail, e-mail, or personally prior to the test. A score of zero will be averaged into grade determination for any missed test.

ACADEMIC INTEGRITY:

Students are required to adhere to standards of academic integrity. Students should review The University of Montana Conduct Code regarding their rights and responsibilities. The Conduct Code is located at <http://www.umt.edu/studentaffairs/>.

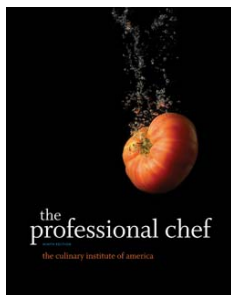
All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.

All students need to be familiar with the Student Conduct Code. The code is available for review online at <http://www.umt.edu/SA/VP/SA/index.cfm/page/1321>.

CELL PHONE POLICY:

Cell phones must be turned off prior to class.

UNIFORM POLICY:



Students will be required to be in full Culinary Uniform to be accepted into class.

REQUIRED TEXT:

The Culinary Institute of America, John Wiley & Sons, Inc., *The Professional Chef*, 9th edition, ISBN 978- 0-470-42135-2

YOUR PERSONAL PORTFOLIO

When interviewing for Hospitality Industry Jobs, it is common for employers to ask for samples of your work. They may request items such as written reports, photographs of your work, copies of your certificates, and autobiography and more. In addition to using the portfolio for your final internship project, compiling a portfolio allows you to put together your best work to submit to employers.

Portfolio Binder Requirements:

- a. Submitted in a three-ring binder
- b. Cover page
- c. Table of contents
- d. Transcript
- e. Resume – final version
- f. Cover letter – final version
- g. One example of a project/assignment from a course in your program area taken at the College of Technology or a project/assignment from your internship which best represents your capabilities to a potential employer.
- h. Pertinent food photographs, menus, certificates, letters of recommendation, thank you letters, volunteer work, extracurricular activities, awards, conferences, etc.
- i. Professional paper describing accomplishments/goals and objectives met by the student during the internship experience.
 - In this report, the student will directly and specifically reflect how objectives as defined and agreed upon by employer and student in “Learning Agreement Goals” were met during the internship.
 - Student will address objectives met that were not defined on learning agreement, and objectives defined on learning agreement, but not met, if any.
 - Student will include an analysis explaining actions the student could have taken to improve the internship experience, if any.
 - This report should be formatted appropriately in educational report format as follows: Attractive margins, double-spaced, citations used for direct quotes borrowed from another source in the report (internship supervisor said...), and references given for any resources used in the report (used www. Web site to look up...), numbered pages, correct grammar, punctuation, and spelling, etc....
 - The report should be approximately 1-2 pages in length, with references, if used, listed on separate page.
 - Overall, the report should include an introduction to define student objectives, the introduction should nicely transition to the body of the report detailing how the objectives were met, and include potential actions by the student that could have improved the experience. The conclusion should summarize the importance and significance of the objectives to the internship experience. This paper should be an example of the student’s best work that represents research (if necessary) and writing capabilities to a potential employer.



FINAL PRACTICAL EXAM (BLACK BOX)

This examination is a learning opportunity imbedded within the Internship course, CULA 298.

This portion of your internship will prove quite challenging. You will be expected to execute a practical exam designed to evaluate your cooking expertise. A growing number of employers require a prospective employee to prepare a meal, a complete menu, or take on a station as part of the interview process. The completion of this internship and the entire program hinges on a passing score for this exam.

Students who fail must pay appropriate course fees to retake the exam.

Students who do not pass cannot graduate and must retake Internship.

The parameters for the Final Practical are as follows:

- Prepare a four course menu
- For four guests
- From menus compiled and selected by Chef Campbell

Menu:

- Each student will be given a four course, classic menu with recipes and techniques referenced from *The Professional Chef*, 9th edition.
- The courses presented must be an appetizer/salad, soup, entrée and dessert.
- The menu will have a consistent, cohesive theme demonstrating proper basic cooking techniques.
- For your preparation pleasure, there will be five possible menus available for students to view on Moodle four weeks in advance of the first Black Box exam date.
- Upon entering the kitchen at your designated time, you will be randomly given one of the five menus to prepare for your exam.

Black Box Exam

- Each student will have **three hours** of cooking time to prepare the menu. Additionally, each student will be given 1/2 hour to set-up their stations and assemble their menu mise en place.
- At the end of three hours the student will have a window of half an hour to present to the judges and an additional half an hour to clean up their stations.
- Judging will start at the moment of set-up and will continue until the station is completely cleaned.
- The first course must be presented during the designated presentation time and each course must follow at 10 minute time intervals.
- The order of courses must be kept in sequential order.
- Three presentations are for the tasting judges and one is for photographs.
- For every minute the student is late after the presentation window has ended, their score will be deducted by half a point from the ACF 40-point judging structure.
- Note: it is not permissible to refer to cookbooks or manuals during the testing time. However, it is expected that examiners come prepared with recipes, production schedules, MEP sheets, plating diagrams, plating sequences, etc. compiled in a presentable binder for each judge and at use on station.
- **YOU MUST SUBMIT REQUISITION SHEETS FOR (1 per) EACH OF THE FIVE MENUS COMPLETE WITH COST EXTENSIONS – NO TICKY, NO LAUNDRY!**
- The examinant will, at random, be designated a scheduled time for the examination period in order to even the playing field with those students scheduled at a later date.

Black Box Schedule:

- A block schedule for examination times will be posted four weeks from the exam date and examiners are required to be in the kitchen at that designated time; the clock starts precisely.
- Each student will be randomly assigned an apprentice from the pool of 2nd and 3rd semester students to help during their testing time.
- The designated apprentice will be notified by Chef Campbell and assigned a time slot prior to the notification of the examinant. Therefore, when you have been assigned a time, you will automatically be paired with an apprentice.
- So, you have at least four weeks to research and plan your menus and two weeks to confer with your apprentice.
- This gives you ample time to make arrangements with work and secure your judges.
- Part of the floor evaluation will be on how well you manage the apprentice's time and responsibility. Remember, the apprentice is there to assist. Meaning, the apprentice cannot demonstrate any cooking or fabrication skill that can be judged during the exam.
- The apprentice may work only as a helper. They may clean, sanitize, serve, set up, help with presentation, etc. They may not prepare anything that affects demonstrated cooking techniques or knife skills.
- Participants are responsible to set the evaluation table according to Dining Room standards.
- Courses should be delivered in proper sequence observing the following time frame:
- Appetizer on the table at the end of the three hours (00:00).
- Soup delivered 10 minutes later (00:10)
- Entrée ten minutes after the soup (00:20).
- Dessert ten minutes after the entrée (00:30)
- Clean up 30 minutes after service (01:00)

Judging:

- The examinant is responsible for inviting the judges for the examination. Judges must be qualified chefs or restaurateurs agreed to by the Program Director.
- If the person judging is not known by the Program Director, the student must obtain a resume or vitae from the proposed judge and present to the Program Director.
- The judging will follow the ACF Category F/1: Hot Food Competition criteria.
- There will be three judges assigned as taste evaluators.
- There will be one judge from the Culinary Faculty assigned to evaluate the student performance in the kitchen.
- The floor judge is also the exam administrator.

Black Box Judges

- Chef Instructors have the right to refuse to be a tasting judge.
- Floor judges are scheduled accordingly: Monday - Tuesday – Wednesday.
- Tasting judges must be confirmed by Chef Campbell with a résumé or vitae if not known.
- Civilian judges will be sent judging criteria documents one week in advance by the student examinant.
- Civilian judges are expected to understand judging criteria and must be coached by the student examinant.
- The judging criteria will be issued to civilian judges through student examinant one week prior to exam date so that they are acclimated to the procedure and responsibilities of judging.
- Civilian Judges who do not act in accordance to their responsibilities or who delivers a biased or absurd score may be disqualified by the Exam Administrator.

40% of the score will be the kitchen/floor evaluation covering the following:

- Mise en place and organization.
- Sanitation and cleaning procedures.
- Apprentice coordination and task delegation.
- Timing of service and follow up.
- Cooking techniques, skills, and fundamentals.
- Effective utilization of all ingredients.
- Clean up.

60% of the score will be the service/tasting evaluation accordingly:

- Serving methods and presentation.
- Portion size and nutritional balance.
- Menu and ingredient compatibility.
- Craftsmanship and professionalism.
- Flavor
- Texture
- Doneness
- The final score tally will reflect the combined evaluation of the floor and tasting segments and translate into ACF Point Conversions and Awards as follows:

Failure of Exam

- Students must receive a score of at least 70% (27.9) in order to pass the exam.
- As part of Internship, you must pass in order to earn these credits and you will not graduate until this is accomplished.
- Make-up exams will be scheduled during vacant slots or during finals week.
- Students will be allotted only one make-up exam and should they fail; you must re-take Internship.
- Students may lose points or be disqualified for excessive lack of compliance. Noncompliance may include, but is not limited to:
 - Lack of mise en place, or disorganization.
 - Lack of cooking integrity.
 - Inappropriate or unsafe food handling practices.
 - Violation of the standard uniform code for the Missoula College's Culinary Arts Program.
 - Inappropriate conduct or unethical behavior.
 - Tardiness.
 - Late submission of required materials.