Instructor Information
Name: Chris LaLonde
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Office Location: C-152
Office Hours: As posted outside the door

Course Information
Course Title: Practicum (or Field Experience) – Culinary Arts/Chef Training
Course & Section Number: CHEF 1264 - 53002
Semester/Year: Spring 2018
Credit Hours: 2
Class Meeting Time/Location: Orientation sessions as follows
MANDATORY ORIENTATION SESSIONS AS FOLLOWS. YOU MUST ATTEND ONE!
Wednesday, January 17th, @ 4:00PM
Thursday, January 18th, @ 2:00PM
If you cannot attend one of these please email the instructor to arrange an alternative.
All sessions will be in Room C-100 unless otherwise noted.

Course Prerequisites
None

Course Description
Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. (20 Ext.)

End-of-Course Outcomes
www.thecb.state.tx.us/aar/undergraduateed/workforceed/
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.

Student Learning Outcomes
Understand the role of the hospitality service professional as it relates to the food industry.
Appreciate the position of the first line supervisor in the hospitality operation.
Understand the various aspects of people and material management in an ongoing hospitality facility.
Develop an awareness of the responsibility inherent in first line supervision of a food service facility.
Investigate the various functions performed at a food service operation and to be able to correlate these functions to personal goals.
Identify the methods and the problems involved in the operation of a food service facility.

**Required Course Materials**

Copies of all forms required and information is available on the El Centro College website [www.elcentrocollege.edu](http://www.elcentrocollege.edu) and can be accessed as follows:
Practicum/C0-OP Forms: www.elcentrocollege.edu, link to Student Services, then scroll to Co-op Forms. You will need to access all the forms listed in order to fill out each form completely, print each one and have them signed and dated by you and your supervisor and submitted on or BEFORE each due date.

The forms required include the following:
Student Application Form, due on date of orientation attended.
Training Station Agreement, due by 12th class day.
LEARNING OBJECTIVES PART A with written objectives for the semester and initial signatures, student and supervisor. Due as noted.
LEARNING OBJECTIVES PART A marked satisfactory and signed by student AND supervisor at the end of the semester. Due as noted.
Evaluation Form B-Basic Workplace Skills/Attributes Part B, due as noted.
Supervisor’s Appraisal of Work Experience, due as noted.
Evaluation Form Part B and the Supervisor’s Appraisal are not on line and must be obtained from your instructor
Service Learning Application, available on DCCCD website, due as noted.
Service Learning Time Sheet, available on DCCCD website, due as noted.

**Course Activities**

Each student will be evaluated on the following items:
Retention on the same work station for the entire semester. Training station agreement is due 10 days following the orientation seminar. Late submission will cause for lower grade.
Satisfactory completion of three Learning Objectives. These objectives should:
1. Relate specifically to your work assignment.
2. Relate specifically to Food Service or Hospitality courses.
3. Be achievable within the semester (i.e. 16 weeks)
4. Be stated in terms of results you intent to achieve.
5. Be specific and measurable.
6. The agreed Learning objectives (Form A) (with “beginning of semester” signatures) are due by the third week of the semester.
7. At the end of the semester prepare and submit a one-page report for each objective summarizing how each objective was achieved.
   Documentation must include the Learning objectives Form A (with “end of semester signatures”) and may include other documentation such as, photographs, copies of forms developed, etc.
An average of 2.0 on employer evaluation form. This requirement will be coordinated by the student with conferences with their supervisor prior to the end of the semester.

Satisfactory completion of Service Learning requirement, to be described by the instructor and documented with the proper paperwork.

**Grading Policy**

**CHEF 1264 – GRADE PROFILE**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention on Work Station</td>
<td>100</td>
</tr>
<tr>
<td>(NO PARTIAL CREDIT)</td>
<td></td>
</tr>
<tr>
<td>Per Training Station Agreement</td>
<td></td>
</tr>
<tr>
<td>Satisfactory Completion of three objectives</td>
<td>300</td>
</tr>
<tr>
<td>100 points per objective</td>
<td></td>
</tr>
<tr>
<td>Evaluation Form – Basic Workplace Skills</td>
<td>50</td>
</tr>
<tr>
<td>/Attributes (part B)</td>
<td></td>
</tr>
<tr>
<td>Service Learning Activity</td>
<td>100</td>
</tr>
<tr>
<td>Minimum of 15 hours required</td>
<td></td>
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<tr>
<td>(12 hours for summer session)</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Appraisal of Work</td>
<td>100</td>
</tr>
<tr>
<td>Experience, Average score of 2.0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>650</td>
</tr>
</tbody>
</table>

Grading Scale

A = 585 – 650
B = 520 – 584
C = 455 – 519
D = 390 – 454
Other Course Policies

Attendance Policy

Attendance is required at one of the scheduled orientations at the beginning of the semester. See above for dates and times.

At the workstation, the student must be employed for at least 20 hours each week for a total of 16 weeks. The minimum hours worked is 320 hours per semester. If the student does not complete 320 hours at the same approved workstation, a grade of “F” will be entered as the final grade for the semester. It is the student’s responsibility to drop the class prior to the last day to drop a class with a grade of ‘W’ as listed in the academic calendar for the semester.

If a student does not complete 320 hours in 16 weeks at the same approved workstation, a grade of “F” will be entered in the final grade rolls. It is the student’s responsibility to formally drop this course prior to the date following. The last day to drop for the Spring Semester 2018 is Thursday, April 12th, 2018 at 7PM.

Institutional Policies

Institutional Policies relating to this course can be accessed from the following links:

- Institutional Policies
- Course-related Institutional Policies

Course Schedule

DUE DATES FOR PRACTICUM PAPERWORK

Cooperative Education Student Application Due: At orientation

Training Station Agreement Due: February 2nd, 2018

Evaluation Form – Learning Objectives A (initial) Due: February 2nd, 2018

Evaluation Form B – Basic Workplace Skills/Attributes Due: February 2nd, 2018

Supervisor’s Appraisal of Work Experience Due: May 4th, 2018

Evaluation Form – Learning Objectives A (completed) with one page summary of each learning objective. Due: May 4th, 2018

Service Learning Application, if necessary Due: February 2nd, 2018

Service Learning Time Sheet (completed) with one-page summary Due: May 4th, 2018

ALL STUDENTS MUST BE EMPLOYED NO LATER THAN January 29th, 2018. STUDENTS NOT EMPLOYED BY THAT DATE WILL BE ASKED TO DROP.