Practicum Culinary/Pastry Arts Syllabus Spring 2018
El Centro College

Instructor Information
Instructor: Chef Jim Knifong, CEC
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E-mail: james.knifong@dcccd.edu
Office: C-146
Office Hours: As posted

Course Information
Course Title: Practicum Culinary Arts Chef
Course & Section Number: CHEF1264-53003, CHEF1364-53001, CHEF2364-53001
Credit Hours: 2 or 3
Class Meeting Time/Location: TBA

Course Prerequisites:
Appropriate assessment score above or concurrent enrollment in DREA 0091 AND DMAT 0091

Course Description:
CHEF 1264/1364/2264/2364, Practicum (or Field Experience) - Culinary Arts/Chef Training
CHEF 1264/2264, 2 Credit Hours, CHEF 1364/2364, 3 Credit Hours
PSTR 1364/2364 Practicum (or Field Experience) - Baking and Pastry Arts/Baker/Pastry Chef Training
PSTR 1264/2264, 2 Credit Hours, PSTR 1364/2364, 3 Credit Hours

Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student. The college with the employer develops and documents an individualized plan with the student. The plan relates the workplace training and experiences to the student’s general and technical course of study. The guided external experiences may be for pay or no pay. The course may be repeated if topics and learning outcomes vary. Prerequisite: Instructor approval. (CHEF 1364/2364, PSTR 1364/2364, 0 lecture, 21 ext.)(CHEF1264/2264, PSTR 1264/2264, 0 lecture, 20 ext.) The student, employer, and instructor will agree on a set of learning objectives to be accomplished by the student and will meet periodically throughout the semester to evaluate the student’s progress toward completion of the set objectives.

WECM End of Course Outcomes:
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:**


**Optional Textbooks/resources:**


**Practicum Forms:**

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/CO-OP Forms: [www.elcentrocollege.edu](http://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:

1. Student Application Form
   DUE on date of orientation attended.
2. Training Station Agreement due by 12th class day
3. LEARNING OBJECTIVES FORM A with written objectives for the semester and initial signatures.
4. LEARNING OBJECTIVES FORM A marked satisfactory and signed by student AND supervisor at the end of the semester, with a report for each objective.
5. Evaluation Form B-Basic Workplace Skills/Attributes
6. Supervisor’s Appraisal of Work Experience
7. Evaluation Form B and the Supervisor’s Appraisal are not on line and must be obtained from your instructor
8. Service Learning Application

Method of Evaluation:

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.

A. Student Application & Station Training Agreement.

B. 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 intend 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.

C. An average of 2.0 on employer evaluation form. The student with conferences will coordinate this requirement with their supervisor prior to the end of the semester.

D. Satisfactory completion of Service Learning requirement, to be described by the instructor and documented with the proper paperwork, to include a one page student summary.
### CHEF 1264/1364/2264/2364 – Grade Profile
### PSTR 1264/1364/2264/2364 – Grade Profile

<table>
<thead>
<tr>
<th>Name</th>
<th>Required</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Student Application, Three Objectives</td>
<td>100</td>
<td>______</td>
</tr>
<tr>
<td>&amp; Station Training Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Satisfactory Completion of three objectives</td>
<td>300</td>
<td>______</td>
</tr>
<tr>
<td>With reports on each objective</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Employer’s Evaluation forms</td>
<td>150</td>
<td>______</td>
</tr>
<tr>
<td>D. Service Learning Activity</td>
<td>100</td>
<td>______</td>
</tr>
<tr>
<td>Minimum of 15 hours required</td>
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<tr>
<td>(12 hours for summer session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With a report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Training Logbook hours entered, Mid-Term</td>
<td>50</td>
<td>______</td>
</tr>
<tr>
<td>F. Training Logbook hours entered, Final</td>
<td>50</td>
<td>______</td>
</tr>
<tr>
<td>G. 13-Recipes, Costing, Plate Diagrams, Mid-Term</td>
<td>130</td>
<td>______</td>
</tr>
<tr>
<td>H. 12-Recipes, Costing, Plate Diagrams, Final</td>
<td>120</td>
<td>______</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
<td>______</td>
</tr>
</tbody>
</table>

**Grading Scale**

- **A** = 1000 – 900
- **B** = 899 – 800
- **C** = 799 – 700
- **D** = 699 – 600
- **F** = 599 or below

11/28/17
## Due Dates for Practicum Paperwork Spring

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative Education Student Application</td>
<td>January 22(^{nd})</td>
</tr>
<tr>
<td>Training Station Agreement</td>
<td>January 22(^{nd})</td>
</tr>
<tr>
<td>Evaluation Form – Learning Objectives A (initial)</td>
<td>January 22(^{nd})</td>
</tr>
<tr>
<td>Supervisor’s Appraisal of Work Experience-</td>
<td>April 30th</td>
</tr>
<tr>
<td>Evaluation Form B</td>
<td></td>
</tr>
<tr>
<td>Evaluation Form – Learning Objectives A (completed) with one page summary of each learning objective.</td>
<td>April 30th</td>
</tr>
<tr>
<td>Service Learning Application</td>
<td>January 22(^{nd})</td>
</tr>
<tr>
<td>Service Learning Time Sheet (completed) with one-page summary</td>
<td>April 30th</td>
</tr>
<tr>
<td>Training Logbook hours entered, Mid-Term</td>
<td>March 5th</td>
</tr>
<tr>
<td>Training Logbook hours entered, Final</td>
<td>April 30th</td>
</tr>
<tr>
<td>I3 Recipes, Costing, Plate Diagrams, Mid-Term</td>
<td>March 5th</td>
</tr>
<tr>
<td>I2 Recipes, Costing, Plate Diagrams, Final</td>
<td>April 30th</td>
</tr>
</tbody>
</table>

All Students Should be Employed No Later Than January 22\(^{nd}\) 2018

11/28/17
Service learning Activities

Service Learning combines academic instruction with active community service, utilizing critical, reflective thinking to examine the world around you and your civic responsibilities. It is not volunteering. It is a mutually beneficial partnership, allowing you to apply what you have learned in the classroom into the real world while developing new skills, improving your critical thinking skills, exploring career possibilities, and making a difference by meeting community needs and increasing citizen support.

The DCCCD Service Learning Program offers you an opportunity to serve at a wide variety of charitable and social agencies. Come with an open mind and an open heart, and join in the DCCCD’s commitment to serving the community, and to learning through service.

To document your service learning activity, several forms will need to be turned into your instructor. By the fourth week of classes an application for the activity with the organization’s name and or number is needed. After that, and at the end of the semester, a time sheet with the recorded attendance is required as well as a one-page summary reflecting on your participation with your chosen agency. A reminder that the agency you work with must be NON-PROFIT and those recommended by your instructor, it is advisable to get prior permission from your instructor. As you can tell from the evaluation part of the syllabus, this is a course requirement if the student wishes a grade higher than a “B”.

As part of the Service Learning Program, a list of approved agencies and contacts is available at www.dcccd.edu/service-learning to look for existing service learning opportunities. It is recommended that the student try and relate their field of study with the desired agency.

As a suggestion, the Food and Hospitality Service Institute has put together a number of agencies that are food industry related. A list of those agencies and the contacts is available from your instructor. Remember to have fun and keep an open mind and heart to make the best of your experience.

Participation requirements:

You are expected to attend all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs.

The last day to withdraw for Spring 2018 is Thursday, April 12th at 7:00 PM.

Institutional Policies

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

   Institutional Policies
   Course-related Institutional Policies