Chef John Folse Culinary Institute

Department of Culinary Arts

***Spring Semester 2020***

***CULA 495 SYLLABUS***

***Culinary Senior Internship***

Department of Culinary Arts

P. O. Box 2099

Thibodaux, LA 70310

117 Ledet Hall

985-493-2700

**Course:**  CULA 495 (CRN 60267) Culinary Senior Internship

**Bulletin Description:** 3-0-36. Prerequisites:

**Course Description:** CULA 230, and 250. Field work consisting of 320 clock hours in an approved foodservice operation under supervision of chef and/or manager. (12.0503)

**Placement in Curriculum:** Senior 400 level

**Prerequisites:** Successful completion of all other degree requirements

**Co-requisites:**   N/A

**Credit Hour Allocation:**  3-0-36 (3 semester credit hours, 0 hours lecture, 36 hours laboratory per week)

**Faculty:**

**OFFICE HOURS:**

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| **DAY** | **From** | **To** | **From** | **To** |
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 At other times by appointment

Office hours posted in the student lounge and on class Moodle page. Be certain to review these hours, as they will differ among instructors related to varying course assignments. Class meeting days, hours, classroom/lab locations will be included in the course overview/calendar.

**Course Student Learning Outcomes:**

* Execute food production in a professional food service operation.
* Critique his/her performance in a professional food service operation.
* Display attributes of a professional food service employee.

**Core Competencies:**

* Workplace time management.
* Follow workplace food production standards.
* Professional communication with colleagues and managers.
* Reflect learning experience through regular journals (3 per week).
* Maintain contact with instructor of record through email and/or phone calls.

**Required Textbooks:** An Open Educational Resource is available on Moodle, and the following link: *CULA 495 Internship* <https://s3.amazonaws.com/microsite-louis-prod/media/editor/59/Senior_Binder1_aQEqDmK.pdf>

. No textbook purchase required.

**Other Required Media, Tools and Uniform:** Clean proper work-ready uniform, culinary knives, pens, black “Sharpie”-style permanent marker, and notebook.

**Prerequisite Knowledge & Skills:** The student is responsible for the retention and application of all concurrent and previously completed culinary and related courses. Student must have a basic understanding of cooking techniques and culinary theory as it applies to previous courses.

**Teaching-Learning Practices & Strategies:**

1. Observations
2. Independent learning experiences/ mentoring
3. Experiential Learning Laboratory Experiences
4. LiveText Assignments with:
	1. Timeliness and Punctuality of Deadlines
	2. Proper content and staying on topic
	3. Using correct format, templates, and picture orientation

**Course Requirements:**

Students must earn a grade of “C” or better in each required culinary course. Satisfactory completion of both theory and laboratory concepts are required. Late papers/assignments will not be accepted without prior approval of the instructor.

1. **Weekly Journal Assignments**
2. **Final Report**
3. **Employee Evaluation Survey**

**Methods of Evaluation: Grading Scale:**

Internship Portfolio 50% 90-100% A

Field Performance 30% 80-89% B

Final Report 20% 70-79% C

Total 100% 60-69% D

 Less than 60% F

**Internship Portfolio:**

The student will create an internship portfolio via Moodle. At least 3 journal entries will be required weekly to reflect upon your learning experiences on assigned topic discussions. Journal entries are worth 50% of your grade. See Moodle for format and details.

**Field Performance:**

Field performance will be assessed by the chef/manager at the end of the student’s internship. 30% of the student’s grade will be a result from this assessment. See Moodle for details.

**Final Report:**

A final report is required for this course. This assignment is worth 10%. See Moodle for format and details.

**Rounding:** Final Grades will be calculated to 1 decimal point and will not be rounded up.

**Extra Credit Statement:**  For every four hours of extra credit work, you will receive one point toward final grade with a maximum of five extra credit points. Extra credit work must be related to learning objectives for the course earned.

**Grade Responsibility:** It is the student’s responsibility to know their grade status at all times. Grades earned in the theory and laboratory portion of the course will be posted in a timely manner in the Moodle Grade Center. Students will receive timely personalized feedback from their assigned lab and classroom assignments.

**Notification of Withdrawal Date:** The final date to withdraw from this course with an assigned grade of ***“W”*** is March 26, 2020.

**University Policies:**

***Disability Policy***:  Students with a documented disability are entitled to classroom accommodations under the American with Disabilities Act. If you have a documented disability that requires assistance, you will need to register with the Student Access Center for coordination of your academic accommodations. The Student Access Center is located in Shaver Gym, Room 158. The phone number is (985) 448-4430 (TDD 449-7002). Additional information can be found at <https://www.nicholls.edu/disability/>

***Louisiana Center for Dyslexia and Related Learning Disorders:*** Students who have been identified as having the characteristics of dyslexia and/or a related learning disorder are entitled to accommodations. Eligible students should contact the Louisiana Center for Dyslexia and Related Learning Disorders at 985-448-7194 or 163 Peltier Hall. Additional information for the center can be found at <https://www.nicholls.edu/dyslexia/>

***Academic Grievances:*** The proper procedure for filing an academic grievance or grade appeal is listed in Section 5 of the *Code of Student Conduct* at the following link: <https://www.nicholls.edu/sja/student-conduct-handbook/>

***Guidelines for Continued Learning Following an Extreme Emergency:*** The following guidelines are meant to help the business of education continue at Nicholls State University in the aftermath of an extreme emergency situation.  The guidelines are meant to help faculty and students understand their roles in completing education requirements for courses in progress when the emergency began.  The following guidelines are meant to encourage the faculty to be imaginative and resourceful in finding ways to continue the education of students and the work of the University.

**Faculty responsibilities include:**

* Faculty members are responsible for their development in the use of the Moodle software (or the Learning Management System LMS in place at the time).
* Faculty members are responsible for having a plan for continuing their courses using only Moodle and email.
* Faculty members should be allowed to continue their course in whatever way suits the completion of the course best and are encouraged to be creative in the continuation of these courses.
* Any adjustments or compensations, made to a student’s progress in special programs with labs, clinical sequences (i.e., Culinary, Nursing, etc.), or the like, should be made only in the immediate semester following the emergency.
* Faculty members are responsible for including these guidelines in all syllabi.

**Students’ responsibilities include:**

* Students are responsible for reading regular emergency notifications on the NSU website.
* Students are responsible for knowing how to use and access Moodle.
* Students are responsible for being familiar with emergency guidelines.
* Students are responsible for evacuating textbooks and other course materials.
* Students are responsible for knowing their Moodle student login and password.
* Students are responsible for contacting faculty regarding their intentions for completing the course.

**NOTE:** *Faculty and students should be open, flexible and show compassion in determining the precise course of action.*

     Additionally, faculty will communicate to students the timelines for Phase IV of the Office of Academic Affairs Hurricane Emergency Plan – that is, if the campus opens within one week of storm passing, classes will begin on the day the campus opens.  If the campus is closed for more than five working days, classes will resume online through the LMS on the sixth day with accommodations for students as needed.

**Student Conduct and Responsibilities:**

***University Level:*** A failing grade for the course will be assigned to any student who violates NSU Code of Student Conduct and Appeal Procedures. This type of conduct will subject the student to disciplinary sanctions.

***Student Diversity:*** Every reasonable effort will be made by course coordinators and faculty to meet the unique and diverse needs of students.

***Tobacco Policy:*** NSU is a tobacco-free campus. The use of any tobacco product in any form is prohibited. Restricted tobacco products include cigarettes, cigars, e-cigarettes, pipes, water pipes, all smokeless tobacco (chew, snuff, etc.), and all non-FDA approved nicotine products. This policy applies to all University students, faculty, staff, contractors, and visitors (the general public).

***Fire Alarm Policy:***  Anytime the fire alarm sounds the students are to exit the classroom or lab using the quickest exit and congregate as a unit in the assigned area (each teacher must discuss with class- Bistro out front doors- Labs and classrooms out the back door to parking lot furthest away from fire). Once given the all clear to return to the building, students are to return to the classroom. Attendance will be taken and verified against the classroom role once the entire class has met outside of the building.

***Exam and Practical Conduct:*** On exam days, students should arrive to class on time and prepared. No technology is allowed during class and particularly during exams. Any students with visible technology during an exam will be dismissed and will receive a 0 on the exam. Students will be required to remove hats during exams. Once the first exam is turned in, no students will be allowed to take the exam. There are no opportunities for make-up examinations. No exam will be dropped for the purpose of calculating the final grade.

***Disruption Policy:***  Cell phones, SmartPhones, and other electronic devices in the classroom/lab settings are disruptive to the learning environment, and therefore should not be present. Students anticipating important calls related to personal/family issues must notify the faculty prior to class or lab, and the device must be on silent with the student seated near the closest classroom exit.

LapTop computers and Tablets are allowed in the classroom for the purpose of learning. Students possessing computers or tablets and found to be using them for non-classroom/learning purposes will lose the privilege of using computers/tablets in the classroom. Any student anticipating an emergency situation should supply their families with the following numbers: **985-493-2700** or **985-493-2712** where a message may be left with the departmental secretary and the message promptly delivered to the student. In addition, the family may call 985-448-4746 to reach Campus Security and leave a message to be delivered. All University Code of Conduct policies apply in the classroom related to disruptions. **Classroom guests must get approval of the instructor before attendance is permitted.**

Any student with an electronic device discharging during class time will be asked to leave the class to prevent future disruption with the student remaining responsible for any material covered during that period. Any student with an electronic device discharging or present, either ringing or vibrating, during an exam will receive disciplinary action. Confiscation of an exam will result in a grade of zero for that exam.

***Attendance/Punctuality:*** Students enrolled in culinary courses are expected to attend all classes, lab, and experiential learning opportunities in order to derive the maximum benefit. Absences and tardiness are neither excused nor approved, but should untoward circumstances arise, students are expected to notify the proper person.

The general class attendance policy is in accordance with the Nicholls State University Bulletin.  There are no make-ups for exams.  In the case of an unexcused absence during the time given to complete an exam, a grade of zero will be assigned.  Only a physician’s excuse, proof of death in the immediate family, or signed excuse from a university coach or professor is acceptable to qualify as an excused absence.  Routine doctor or dental visits will not be excused.

**The attendance policy is in accordance with the policy set forth by the Chef John Folse Culinary Institute for Lab Classes**:

***Attendance Policy:***

* Faculty will record attendance for each class/lab session.
* Three unexcused tardies will constitute one unexcused absence.
* Assignments, lab practical, and tests missed due to an unexcused absence or tardy cannot be made up.
* Assignments, lab practical, and tests missed due to an excused absence or tardy will be made up at the faculty member’s convenience, but may occur in a future semester. The student making up the work may be asked to purchase their own ingredients.
* Each unexcused absence will lower the student’s final course grade by 10% (or 1 letter grade)
* Students with three unexcused absences will receive a grade of “F” and/or be dropped from the course.
* Students are responsible for all class material and activities regardless if the absence is excused or not.

***A Tardy is defined by:*** Failure of a student to arrive, prepared for class, on time.

***An Excused Tardy is defined by*:** A tardy for which one of the following has occurred:

* The student provided the instructor with a doctor’s slip verifying medical reason for the tardy.
* The student has received prior instructor approval to be tardy for class.
* Approval by the instructor of the student’s tardy after the fact based on extenuating circumstances deemed significant by the instructor.

***An Absence is defined by:*** A student’s failure to be present during the assigned class time or announced special class activity in the assigned location. (A student who leaves class without permission prior to the end of class will be treated as absent for that class period.)

***Excused Absence* *is defined by:*** An absence for which one of the following has occurred:

* The student has provided the instructor with a doctor’s slip verifying a medical reason for the absence.
* The student received prior instructor approval for the absence from class for an approved activity.
* Approval by the instructor of the student’s absence after the fact based on extenuating circumstances deemed significant by the instructor.

***Extended Student Illness:*** For extended illness beyond the attendance policy, the student may be required to submit a physician's written permission to return and participate in learning activities essential to meeting course outcomes/objectives.

***Student Conferences:*** The instructor has posted office hours for student conferences. A student may schedule a conference with the instructor if desired.  If the posted office hour times are not convenient, the student may request another time slot with the instructor.

***Emotional or Adjustment Issues:*** Students experiencing emotional upset or issues of adjustment to college life may contact the Nicholls State University Counseling Services Center, located at 224 Elkins Hall, by calling (985) 448-4080. More information is available at <https://www.nicholls.edu/counseling/>

***Student Responsibility to Inform Regarding a Limitation or Condition:***  In the event a student is experiencing any limitation or condition (for example, pregnancy, high blood pressure, epilepsy, diabetes) or is on prescription medication that may impede performance whereby safety is jeopardized, it is the responsibility of the student to disclose this information and/or list of medications to their instructor.

***Academic Dishonesty Policy:*** As members of the Nicholls State University community, culinary students are expected to uphold the highest standards of academic and personal conduct. Academic dishonesty violates these standards as well as the trust and commitment among students and faculty to instill and to maintain the principles of integrity, responsibility, and respect for others.

Cheating, which includes plagiarism,is the actual or even the attempted use of deception or fraud to improve one's grade or academic standing or to aid another student in doing so. Examples of cheating and plagiarism include, but are not limited to:

* Use of unauthorized materials during an exam
* Giving aid to or receiving aid from another student during any exams or individual assignments
* Standing in for another student during an exam
* Stealing, distributing, or having any unauthorized access to a copy of an exam or revising one's answer on a graded exam for the purpose of claiming a grading error
* Use of falsified data and/or references
* Divulging any item or items, all or in part, on an exam, to any person or entity for any reason
* Possessing, reproducing, taking a picture of the exam/quiz, or disclosing any exam materials, including the nature and content of exam items, to include notes/notes from students in higher courses/program graduates, test study guides, etc. that specifically indicate test items or answers
* Use of unauthorized materials in preparation of an assignment or representation of the work and ideas of others as one's own
* Copying someone else’s phrase(s) or sentence(s) without placing quotation marks around the copied phrase(s) or sentence(s)
* Not supplying proper documentation or bibliographical information for the ideas, arguments, findings, or interpretations of data made by others paraphrased or quoted in an assignment
* Submitting another person’s work as one’s own (including, but not limited to submitting a paper or report purchased or retrieved from a term paper service or one composed by a tutor, hired writer, student, friend, or relative)

<https://www.nicholls.edu/sja/student-conduct-handbook/>

***Civility Statement:*** Civility is defined as polite and courteous behavior in all interactions, both verbal and nonverbal (Merriam-Webster Online Dictionary, 2013). Incivility is defined as speech or action that is discourteous, rude, or impolite (Merriam-Webster Online Dictionary, 2008). Faculty in the Department of Culinary Arts are committed to maintaining a classroom and online environment where all members have the freedom to teach and learn. A culture of respect that honors the rights, safety, dignity, and worth of every individual is essential to preserve such freedom.

Acts of civility include, but are not limited to: **listening quietly during lectures and/or other class presentations, respecting the opinions of others,** **using appropriate language when addressing the class or faculty, expressing anger or other emotions constructively** and **turning in assignments completed and in the required timeframe.**

**Student behaviors most often reported as uncivil by both students and faculty are: cheating, use cell phones, distracting conversations, making sarcastic remarks, sleeping, using computers for purposes not related to the class, demanding make-up examination extensions, or other favors, making disapproving groans, dominating class discussion, and refusing to answer a direct question** (Clark & Springer, 2007).

**Students exhibiting acts of incivility will be subject to a range of sanctions including immediate removal from the learning environment, referral to the appropriate administrative body, or administrative withdrawal from the course. Students who harass, verbally or physically, other students/faculty/staff will be subject to immediate removal from the learning environment, referral to the appropriate administrative body, or administrative withdrawal from the course.**

***Requirements for Learning Management System***

Moodle is the Learning Management System (LMS) used in all culinary courses. Students enrolled in culinary courses may require hardware and software requirements. Contact course instructor for specific requirements.

**Q**:     **How do I complete the coursework and communicate with my instructor?**

**A**:     The course can be access through the Internet using any Java enabled browser (Internet Explorer 5.5 or 6.0; latest version of Netscape).  Students are enrolled in the course and your login made active the first scheduled class day or sooner. The log-on screen is found at [<https://moodle.nicholls.edu/login/index.php>](http://moodle2.nicholls.edu/moodle/%20%20)

**Q**:     **How do I log on to my classes?**

**A**:

* 1. Locate Moodle on to the Nicholls State University home page: <https://www.nicholls.edu/>
	2. Once on Moodle site click Login
	3. Enter your username and password and click Login
	4. Once logged in, your online classes will appear on the left of the screen.  Click on the course you need to enter.
	5. Follow the teacher’s instructions listed in Announcements (Main Page)

**Q**:     **What is my username and password?**

**A**:     A requirement of students enrolled in an online course is a valid e-mail account.

**How to obtain a Username and Password:**

·USERNAME: At this site (<https://www.nicholls.edu/information-technology/username-and-password-help/>) students can enter their name to obtain their Nicholls e-mail address which contains their Username.  For example: a student’s Nicholls e-mail address would look like this Username@nicholls.edu.  NOTE: Your Username will be the letters and numbers before the ampersand symbol (@)

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| **Ellender Lab (125 Ellender Library)** |
| includes Dell & Mac Classrooms |
| Monday | – | Thursday |  | 7:45 AM |  – | 10:45 PM |
| Friday |  |  |  | 7:45 AM |  – | 4:15 PM |
| Saturday |  |  |  | **CLOSED** |
| Sunday |  |  |  | 3:00 PM |  – | 10:45 PM |
|  |  |  |  |  |  |  |
| ***Cenac Lab (109 Powell Hall)*** |
| Monday | – | Thursday |  | 7:30 AM |  – | 9:00 PM |
| Friday |  |  |  | 7:30 AM |  – | 2:00 PM |
| Saturday | – | Sunday |  | **CLOSED** |

**Q**:     How do I register?

**A:**     Before registering, you should contact the department or college for the degree you are seeking.  Even though the courses are through the Internet, you will still need to get an advisor to help you schedule classes.  You can communicate with your advisor by phone, e-mail, or face-to-face.

**The TA Office in Bistro Ruth is NOT a student computer lab and should not be used for printing except for those enrolled in Bistro.**