

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: WORK PLACEMENT I

CODE NO. : KAP104 **SEMESTER:** 1

PROGRAM: KITCHEN ASSISTANT

AUTHOR: Sarah Birkenhauer B.Sc.
Professor of Culinary & Hospitality
(705) 759-2554 Ext.2588
sarah.birkenhauer@saultcollege.ca

DATE: May 2016 **PREVIOUS OUTLINE DATED:** May 2015

APPROVED: _____
"Angelique Lemay" June/16

DEAN **DATE**

TOTAL CREDITS: 10

PREREQUISITE(S): NONE

HOURS/WEEK: 10

Copyright ©2016 Sault College of Applied Arts & Technology
Reproduction of this document by any means, in whole or in part, without prior written permission of Sault College of Applied Arts & Technology is prohibited.
*For additional information, please contact Angelique Lemay, Dean,
School of Community Services, Interdisciplinary Studies, Curriculum & Faculty Enrichment
(705) 759-2554, Ext. 2737*

I. COURSE DESCRIPTION:

Career Experience work placement is assigned through Gourmet 2 Go. Through the work placements, students are able to put classroom theory into practice and learn first-hand about the scope and variety of occupations available.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Apply, in a work setting, the skills and knowledge acquired during the course of study at Sault College.
2. Problem solve and take initiative when presented with new situations.
3. Work independently with a minimum of supervision.
4. Demonstrate appropriate business conduct; i.e. regular attendance, punctuality, good grooming and ability to work with others.

III. COURSE REQUIREMENTS/TOPICS:

(Students MUST be enrolled in the Kitchen Assistant Program)

1. **Attendance:**
Mandatory attendance while participating in Work Placement (Career Experience) is essential. Any absence may require a medical certificate and missed days scheduled. The student must contact both the faculty member to report an absence prior to the start of the work day.
2. **Dress Code:**
Students must dress in appropriate attire; i.e. clean whites, proper footwear, hat, apron, etc.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Digital Thermometer
Digital Scale
Zester
Vegetable Peeler
Paring Knife
Chanel Knife
Boning Knife
Bread Knife
Steel
Chef Knife 6"-10"
Piping Bag with appropriate tips
Sturdy Non-slip Shoes
White Chef Jacket with name
Checkered Chef's Pants
Chef's Hat
Apron
Clean Hand Towels
Neck Tie
Hair Net

V. EVALUATION PROCESS/GRADING SYSTEM:

The lab assignment includes the following:

- Gathering of utensils and raw materials
- Pre-preparation of the assigned items
- Preparation (cooking, baking) of the items
- Proper storage of the ready items including packaging, refrigeration, and freezing
- Cleaning of utensils, equipment, work areas, and cooking surfaces. No mark will be assigned until work areas are clean
- Putting all utensils and small wares into their allocated places
- No student is to leave the lab area until the end of the period

With the help of the above, students will be **graded in the labs** as follows:

Observation of Work Hours:	15%
<ul style="list-style-type: none"> • Attendance • Appropriate Groom and Dress • Compliance with Company Rules 	
Safety Habits:	15%
<ul style="list-style-type: none"> • Organization of work area • Proper use & cleaning of tools • Proper handling of food product 	
Knowledge of Work:	15%
<ul style="list-style-type: none"> • Quality of Work • Quantity of Work • Pre-class Preparations 	
Work Rhythm (pace)	15%
<ul style="list-style-type: none"> • Quantity of work • Pace of preparation • Pace of clean-up 	
Operation & Care of Equipment	10%
<ul style="list-style-type: none"> • Attention to Duties • Decision Making (as applied to job) 	
Job Flexibility:	20%
<ul style="list-style-type: none"> • Accepts Direction from Others • Attitude Toward Supervisor • Amount of Supervision Required • Interaction with Co-Workers • Ability to Learn Required Tasks 	
Reaction to Frustration:	10%
<ul style="list-style-type: none"> • Effectiveness Under Stress • Adjust to and Accepts Changes 	
TOTAL	100%

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

If a faculty member determines that a student is at risk of not being academically successful, the faculty member may confidentially provide that student's name to Student Services in an effort to help with the student's success. Students wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

VI. SPECIAL NOTES:**Dress Code:**

All students are required to wear their uniforms while in the Hospitality and Tourism Institute, both in and out of the classroom.

Without proper uniform, classroom access will be denied

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.