

I. COURSE DESCRIPTION:

The student will acquire work experience in various areas of a kitchen environment. This industry experience combined with post secondary education continues to be highly valued by employers.

The placement provides a training ground for the student to apply skill sets developed in the first year of the Culinary Management Program or the Culinary Skills-Chef Training Program. Particular emphasis is placed on the importance of interpersonal, teamwork, technical and leadership skills as they meet the daily challenges of a dynamic customer-focused environment.

The work experience coupled with the skills and knowledge developed through their coursework, place the graduates in the best possible position to develop a successful culinary career.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Reflect and analyze what they have learned during his/her placement experience. Students will be required to log their level of competency in the performance objectives of their trade using the Culinary Skills – Chef Training/Culinary Management “Student Passport”.

U4500.0	DEMONSTRATE SAFE WORKING PRACTICES AND TECHNIQUES
U4501.0	PREPARE STOCKS
U4502.0	PREPARE SOUPS
U4503.0	PREPARE BASIC SAUCES AND COMPOUND BUTTERS
U4504.0	PREPARE FISH/SHELLFISH
U4505.0	PREPARE MEAT, POULTRY, AND GAME
U4506.0	PREPARE FRUITS/VEGETABLES
U4507.0	PREPARE STARCHES/CEREALS
U4508.0	PREPARE SALADS AND DRESSING

U4509.0 PREPARE EGGS AND DAIRY PRODUCTS
U4510.0 PREPARE BAKED GOODS, PASTRY, AND
DESSERTS

2. Meet with their employer and complete a Work Placement Employer Evaluation form at the end of the placement.

Potential Elements of the Performance:

- Work a minimum of 400 paid hours at a work-related business
 - Identify and rate work performance in areas identified on the evaluation sheet with your immediate supervisor
 - Identify any additional concerns or challenges on the evaluation sheet
 - Sign and date the evaluation sheet in the presence of your immediate supervisor
3. Develop ongoing personal professional development strategies and plans to enhance leadership and management skills for the culinary work environment.

Potential Elements of the Performance:

- Solicit and use constructive feedback in the evaluation of her/his knowledge and skills
- Identify various methods of increasing professional knowledge and skills
- Apply principles of time management and meet deadlines

EVALUATION PROCESS/GRADING SYSTEM:

V.

The following semester grades will be assigned to students in all credit courses:

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

Assignments:

Since one of our goals is to assist students in the development of proper business habits, assignments will be treated as reports one would provide to an employer, i.e. in a timely and businesslike manner. Therefore, assignments will be due at the beginning of class and will be 100% complete. All work is to be word processed, properly formatted, assembled and stapled prior to handing in. No extension will be given unless a valid reason is provided in advance.

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.

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.