



COOPERATIVE WORK EXPERIENCE

Date 3/17/10

C - L - CR
0 - 15 - 3.0

COURSE NUMBER: CWE 113

PREREQUISITE(S): HOS 101, HOS 102, HOS 155

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

This course provides an on-the-job simulation of foodservice for culinary arts students. This course will provide the students with insight to the foodservice industry. Students will be required to spend a minimum of 225 hours in a food service related position. They will be observing and performing and will be required to complete all assignments. The assignments will be maintained in a three-ring binder and will be presented to the instructor for evaluation at anytime during the term. The notebook should be kept up-to-date as your work experience is completed.

TEXTBOOK(S): N/A

REFERENCE(S): N/A

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: SCC uniform (unless waived by the instructor)
Knife Kit and personal tools

METHOD OF INSTRUCTION: N/A

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE
CALCULATION
METHOD:**

Notebook	=	60%
Employer Evaluation	=	20%
Instructor Evaluation	=	20%
	=	<u>100%</u>

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.

2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

CLASSROOM CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

CLASS/LAB PROCEDURES:

The following resource centers are available to students of Spartanburg Community College. Please visit, call or consult the College's website to determine the hours of operation.

Resource	Location (East Building)	Phone Number
Advising Center	E-1	592-4990
Open Computer Lab (OCL)	E-5	592-4968
Tutorial Learning Center (TLC)	E-2	592-4715
Testing Center	E-3	592-4966

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services. You may contact Student Disability Services by calling, (864) 592-4811, toll-free 1-800-922-3679; via email through the Spartanburg Community College web site at www.sccsc.edu/SDS/; or by visiting the office located in the Dan Lee Terhune Student Services Building, room 112 of the Spartanburg Community College campus. By contacting

Student Disability Services early in the semester, students with disabilities give the College an opportunity to provide necessary support services and appropriate accommodations.

Program Director

Chef Dawn Larrieu

592-4836

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Program Department Chair

Mrs. Karen Ravan

592-4840

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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Practice the basic principles of sanitation and safety in a foodservice operation
 1. Identify OSHA material and MSDS sheets
 2. Identify the locations of fire extinguishers
 3. Identify established emergency policies for kitchen and dining areas
 4. Demonstrate good personal hygiene and health habits in the work place
 5. Demonstrate proper food handling techniques to include cooling, heating, and reheating and time/temperature factors

- II. Observe and evaluate key concepts of human relations management
 1. Describe the process of management through effective communication
 2. Summarize and analyze leadership styles
 3. Identify and analyze job descriptions and specifications
 4. Perform a mock interview
 5. Describe procedures for new employee orientation
 6. Discuss training methods and describe any follow up training or cross training

 7. Analyze methods of dealing with stress in the workplace

8. Discuss legal issues related to managerial decisions to include such topics as sexual harassment, workplace violence, discrimination, employee termination, liabilities
- III. Perform operational duties of food production to include
 1. Moist and dry cooking methods
 2. Preparation of vegetables, starch and proteins
 3. Preparation of hot and cold foods
 4. Preparation of baked goods, pastries and desserts
 5. Proper presentation of food items
 - IV. Discuss menu planning and layout
 1. Correlate basic menu planning principles with the facility's menu
 2. Identify the principles of the menu layout and design
 3. Discuss the availability of seasonal food and the menu
 4. Identify the menu planners resources