



COOPERATIVE WORK EXPERIENCE

COURSE SYLLABUS

Date 11/14/11

C - L - CR
0 - 5 - 1.0

COURSE NUMBER: CWE 231

PREREQUISITE(S): None

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 75 hours in a food service related position. They will be observing and performing and will be required to complete journal notes for each day worked. The journal will be maintained online via Blackboard. The journal should be kept up-to-date.

TEXTBOOK(S): N/A

REFERENCE(S): N/A

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: SCC uniform (unless waived by the instructor)

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:**

Journaling	=	40%
Assignments	=	20%
Employer Evaluation	=	20%
Instructor Evaluation	=	<u>20%</u>
	=	100%

**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.

If the student fails to show up for work or does not call in at least one hour prior to scheduled start time, points will be deducted from the Lab Practicum grade.

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 Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Program Director

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Program Department Chair

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**COURSE OUTCOMES
& OBJECTIVES:**

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

- I. Practice the inner workings of a food service establishment
 1. Identify the importance of portion control
 2. Identify the importance of waste sheets
 3. Perform management skills in the workplace
 4. Discuss the importance of controlling all costs

- II. Practice the basic principles of sanitation and safety in a food service establishment
 1. Demonstrate good personal hygiene and health habits in the work place
 2. Demonstrate proper food handling techniques to include food preparation and proper disposal of food waste and storage
 3. Summarize DHEC regulations and demonstrate following of the rules and guidelines

- III. Summarize the importance of menu planning and layout
 1. Correlate menu planning with the ordering of supplies and the importance of JIT (Just-in-Time)
 2. Demonstrate the importance of the menu items and their relation to selling price
 3. Discuss menu planning with cross-over utilization of items