

Culinary Services Student Leader Class

Spring 2022

Syllabus

INSTRUCTORS: Brittany Koska & Krystle Lupardus

In person class will be held on Friday's from 8:30-9:30am @ Nelson Banquet room on the following dates: 2/4, 2/11, 2/18, 2/25, 3/4, 3/18, 3/25, and 4/1. Each in person class is worth 10 points for attendance for a total of 80 points.

All assignments will be due each week on Thursday by 11:59 P.M. Send all assignments to culinarystudentleaderclass@ohio.edu

Course Description:

Overview of basic management & leadership concepts as they relate to the successful operation of a business. Students must be accepted as a Culinary Services student leader trainee and obtain permission before enrolling in this course.

No prerequisites. Permission to enroll required.

Course Objectives:

1. Students will develop their skills as a student leader
2. Develop a deeper understanding of how Culinary Services at Ohio University operates on a day-to-day basis.
3. Learn basic sanitation and safety regulations.
4. Learn basic Culinary Services policies and procedures.
5. Develop knowledge of leadership concepts to improve current and future job skills
6. Improve specific skill(s) outlined as a part of the Ohio University Leadership Endorsement

Course Schedule:

Content	Content	Assignments	Due Date(s)
<p>1st Week: 2/4</p> <ul style="list-style-type: none"> • Course overview • Person in Charge PowerPoint • Foundations of Leadership 	<p>https://www.ohio.edu/student-affairs/leadership-endorsement/get-started</p>	<ul style="list-style-type: none"> • Complete OULE Foundations of Leadership Module (30 points) • Select learning outcome for project • Study for Person in Charge test next week • Attendance (10 points) 	<p>2/10 by 11:59PM</p>
<p>2nd Week 2/11</p> <ul style="list-style-type: none"> • Guest speaker with Angie Bohyer (Nutrition and Allergens) 	<p>In class activity</p>	<ul style="list-style-type: none"> • Attendance (10 points) 	<p>2/11 In class</p>
<p>3rd Week: 2/18</p> <ul style="list-style-type: none"> • Food Service Safety and Sanitation • Check in with students about learning outcome projects 	<p>In class activity</p>	<ul style="list-style-type: none"> • Complete Person-in-Charge test in class (75% or higher to pass) (20 points) • Continue to work on learning outcome projects • Attendance (10 points) 	<p>Test 2/18</p>
<p>4th Week: 2/25</p> <ul style="list-style-type: none"> • Employee Handbook Review • Guest speaker with Drew Banks over Equity and Social Justice 	<p>https://sites.google.com/view/culinaryservicesou/handbook-home?authuser=0</p>	<ul style="list-style-type: none"> • Project Step 2: submit checkpoint materials and schedule supervisor meeting (30 points) 	<p>3/3 by 11:59 PM</p>

		<ul style="list-style-type: none"> Attendance (10 points) 	
5th Week: 3/4 <ul style="list-style-type: none"> Communication and giving direction group activity Leadership Video's 	https://www.youtube.com/watch?v=18UVXW-x2_8	<ul style="list-style-type: none"> Project: Have supervisor meeting (10 points) In class group activity (10 points) Attendance (10 points) 	3/17 by 11:59 PM
6th Week: 3/18 <ul style="list-style-type: none"> Customer service scenarios Incident Reporting 	In class activity	<ul style="list-style-type: none"> Activity done in class Attendance (10 points) 	3/18 In class
7th Week: 3/25 <ul style="list-style-type: none"> Discuss some final exam questions Team bonding 	In class activity	<ul style="list-style-type: none"> Project Step 3: Submit final reflection (70 points) Attendance (10 points) 	3/31 by 11:59 PM
8th Week: 4/1 Final Exam		<ul style="list-style-type: none"> Complete final exam (100 points) given during class Attendance (10 points) 	4/1 In class

Extra credit opportunities - If you pick up a weekend Catering shift, or double strike weekends within any venue you will receive 10 pts, you have the option to do this 3 times for a total of 30 pts. To receive the extra points, you will need to take a screen shot of your workforce time and submit that to culinarystudentleaderclass@ohio.edu

Course Policies:

IN ORDER TO MAKE UP ANY WORK IN THE CLASS, YOU MUST HAVE A UNIVERSITY APPROVED EXCUSE

- **Assignments -**

- Deadlines are binding & incomplete assignments will be given partial or zero credit
- Late assignments will be penalized ten (10) points for each day it is late.
- Assignments need to be typed, thoughtful responses that meet the specified page length. Assignment will also be graded based on spelling and grammar. Remember that assignments will be shared with venue managers.

Student Responsibilities:

- **Syllabus**
 - You are expected to be familiar with the syllabus and all the assignments and the final exam listed on the syllabus.

Grading Criteria:

Attendance --80 points
OULE Foundations and project --130 points
Person in Charge Test --20 points
Final Exam--100 points
Meet with Supervisor --10 points
In class group activity--10 points
Total 350 points

The passing grade for this class will be a 73% or higher

Grading Criteria Continued

A	350 - 326 points	100-93%
A -	325 - 315 points	92-90%
B+	314 - 305 points	89-87%
B	304 - 291 points	86-83%
B-	290 - 280 points	82-80%
C+	279 - 270 points	79-77%
C	269 - 256 points	76-73%
C-	255 - 245 points	72-70%
D+	244 - 235 points	69-67%
D	234 - 221 points	66-63%
D-	220 - 210 points	62-60%
F	209 and below	59% and below

Academic Misconduct:

- Academic misconduct is a Code A violation of the Ohio University Code of Student Conduct.
- Academic misconduct includes but is not limited to permitting another student to plagiarize or cheat from your work, submitting an academic exercise (written work, printing, sculpture, computer program, etc.) that has been prepared totally or in part by another; acquiring improper knowledge of the

contents of an exam; using unauthorized material during an exam; submitting the same paper in two different courses without the consent of your professors; or submitting a forged grade change slip.

- The Instructor may report any instances of academic misconduct to the Director of Community Standards for further action, which could result in suspension or dismissal from the University.

Student Support:

- To find out about areas of academic support, access the following URLs:
 - Allen Student Advising Center
 - <http://www.ohio.edu/helpcenter/>
 - Advisingcenter@ohio.edu
 - 740.566.8888
 - Disability Services
 - <http://www.ohio.edu/equity/disabilityservices/>
 - Technical assistance with Blackboard and other computer issues
 - Call the Ohio University HELPDESK at 740.593.1222
- Any student who feels they may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs and provide written documentation from the Office of Student Accessibility Services. If you are not yet registered as a student with a documented disability, please contact the Office of Accessibility Services at 740-593-2620 or disabilities@ohio.edu. They are located in Baker Center, Suite 348.

Classroom Privacy Policy:

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