College of Culinary Arts
Cooperative Education Program
Culinary & Pastry Co-op Project

The project must reflect the student’s ability to report factual information regarding the Host Company and to critically analyze the site’s operations, systems and/or policies in order to offer recommendations for improvement or development.

The project is divided into the following sections:

1. Description of the Operation               20 points
2. Menu Evaluation                           20
3. Special Recipe Development                10
4. Co-op Journal: Daily or Weekly Entries    30
5. Overall Presentation: Mechanics, Format & Structure 20

100 total points

***Sections 1 through 3 are graded by the Host Company Supervisor

** Sections 4 and 5 are graded by the Co-op Coordinators

After the project has been completed, the student submits the final draft of Sections 1 through 3 to their Host Company Supervisor – along with the Employer Co-op Grading Sheet (located at the end of this manual).

After the Host Company Supervisor assesses Sections 1 through 3 and completes the Employer Co-op Project Grading Sheet, students add Section 4 and forward the entire project to the Co-op Coordinators for final review.

The completed Employer Co-op Grading Sheet is submitted along with the project.

A few notes of consideration:
~ All assignments are due to the Co-op Office on or before the date specified in the timetable of due dates
~ A passing grade will not be issued if the Midterm Evaluation, Final Evaluation and Research Project are not submitted within two weeks of the end of the term.
~ All projects must be typed.
~ The Co-op Office holds the Co-op Project for one calendar year from the completion of the Co-op term.

Point Deductions:
~ 2.5 points will be deducted for each business day the Co-op Project is late from the date specified in the timetable of due dates.
~ 5 points will be deducted if a project is not bound. When submitted, projects must be bound (3-ring binder, Kinko’s)
~ 10 points will be deducted if the Host Company Supervisor does not grade the Co-op Project.
Section One: Description of the Operation (four pages minimum)  

1. Describe the history and pertinent aspects of your Co-op Host Company, including the parent company, subsidiary companies, general operational functions, gross revenues, corporate & management philosophies, and descriptions of all food & beverage outlets. When describing the outlets be sure to include decor, seating capacity, type of cuisine served and menu price ranges. Example: Appetizers range in price from $3.00-7.00, etc. All meal periods must be included.

2. Organizational information is to be included. Describe the structure and hierarchy of the site – namely each of the positions in the command structure, and how the reporting structure is set up. You may choose to include an organizational chart. Include your own position and responsibilities in the operation.

3. Include other areas you feel are important in describing the overall operation.

Please cite all sources used in reporting this information, including sales kits, pamphlets, interviews, and the internet.

Section Two: Menu Evaluation  

Choose the food outlet with which you are most familiar. Then choose a lunch or dinner menu.

Students will be assessing each product from many different perspectives, including the complete recipe, a costing sheet, and a critique. If this information is not available, students should identify other products where the information sought is accessible.

Culinary Students - Choose a total of 5 menu items from at least 3 of the following categories:
- Soups
- Salads
- Appetizers
- Entrées with sides
- Desserts

Pastry Students - Choose a total of 5 different items from at least 3 of the following categories:
- Plated Desserts
- Breads
- Chocolates
- Pastries
- Confections
- Custards/Trifles
- Cakes/Pies
- Muffins
- Bars/Squares
- Savory Pastry
- Petit Fours
- Tarts/Tortes

Evaluate the menu using the following criteria:

a) **Recipes:** All menu items must have complete recipes for all components. Include the name of item, yield/servings, all ingredients, complete M.O.P. (method of preparation), garnish, and instruction for final plate presentation. If the menu item is an entrée or plated dessert, you must include the recipes for all accompaniments (starch, vegetables, sauce, etc). Explain the method of preparation and cooking technique used to produce the menu item. Photocopied recipes are unacceptable!

b) **Photographs:** Present a clear photograph of each item. All photographs must be taken by you. Use either a digital or film camera. For students without access to either of these types, a disposable camera is recommended. Reproduced photographs from the host company or taken by other Johnson & Wales students will not be accepted.

**Photography tips:**
- Familiarize yourself with the distance range of your camera
- Use clean, unwrinkled linens as a backdrop for your items.
- Clear away unnecessary items surrounding your final plate presentation, such as dirty towels, cutting boards, used utensils or sanitation buckets
Menu Evaluation continued

c) **Critiques**: Include your critique for each of the five items you evaluated. Explain why each of the five items is a good/bad menu item. Discuss the flavors, texture or visual presentations of the menu item. If you like the item the way it is or would make an improvement, describe your reasoning.

d) **Food Cost Sheets**: Prepare Cost Sheets for each of the five menu items and accompaniments. Print multiple copies of the blank cost sheet located at the end of this manual. A completed sample Cost Sheet has been provided for students to use as a guide. All food Cost Sheets must be typed or printed in black ink – work done in pencil is unacceptable.

Obtain cost information from your Chef Supervisor. Enter the following information into the appropriate columns on the Cost Sheet:

**Ingredient Measurements**: What does the recipe call for? Cup, tbsp., qt.?

**Ingredient**: Example (Heavy Cream)

**As Purchased: Qty/Unit** - How is the product packaged? 1cse / 12qts.

**Invoice Pricing: Cost / Unit** - What is being charged?

**Individual Unit Cost: Cost / Unit** (Quart, #10 can, etc.) Breakdown of the unit cost.

Example: You have received a case of heavy cream. The case price is $30.80 for (1) case of (12) qts. How much is (1) qt.?

**Individual Ingredient Cost: Cost / Unit** - The measurement of heavy cream called for in the recipe. What is the cost for that measured ingredient?

**Q Factor**: The “Q” Factor is an estimated cost added to cover:

~ An immeasurable ingredient cost (a dash, pinch, or taste)

OR

~ A measurable ingredient that is very small and possesses an extremely low cost. Every recipe should have a “Q” Factor. Pick a percentage as a standard or assign as the recipe indicates. Only minor, low cost ingredients should be included in the “Q Factor.”

**Total Recipe Cost**: The total of all ingredients including the “Q” Factor.

**Total Portion Cost**: After calculating the final costs for all ingredients, calculate the total cost of the recipe. From the total recipe cost, calculate the actual portion cost by dividing the recipe cost by the number of portions the recipe yields:

Example: Portion Cost = \( \frac{\text{Total Recipe Cost}}{\text{Standard Yield (6 – 8oz portions)}} \)

$12.00 recipe ÷ 6 portions = $2.00 per portion

Note: The difference between the individual portion cost and total ingredient cost is typically associated with soups and certain desserts.

**Menu Selling Price**: The price listed on the menu.

**Food Cost %**: Divide the Ind. Portion Cost by the Menu Selling Price to calculate the total Food Cost %.
Section Three  Special Recipe Development  10 points

Create a special menu item cross-utilizing food products currently being used at your Host Site. The item you create will be evaluated using the same guidelines used in Section Two, including the photograph, the full recipe, Cost Sheet and critique. Indicate if your menu item was implemented as a special and include a copy of that day/weeks menu if one is produced at your site. The Executive Chef or Host Site Supervisor must critique your plate – please include their comments, observations and any suggestions they may have to enhance the menu item. The Chef must sign their critique before it is submitted as part of the project.

Culinary Students:
Your special item may be a lunch or dinner entrée or dinner appetizer. If selecting an entrée, sides must be included.

Pastry Students:
Your special item can be a plated dessert, bread item, or chocolate confection.

Submit the first three sections to the Site Supervisor for review. After receiving the graded version, insert the remaining section into the project for final submission to the Co-op Office.

Section Four  Journal  30 points

Students write a journal of activities and observations relevant to their co-op work experience. This includes descriptions of working relationships with staff & management (good or bad), equipment used, new cooking techniques performed, housing details, and the difference between the classroom and the kitchen. Include any first hand experiences with company policies and procedures.

For the last week of the journal, include a description of how you have or have not achieved the goals you identified when your co-op began. What has enabled you to reach your goals? What has kept you from meeting your goals? What are your future plans to achieve these goals?

Students have the option of writing journals on either a weekly or daily basis. Journals are to be presented typed double-spaced. Each journal is minimally:
Weekly – Eight entries, one page or more
Daily – Forty entries, one paragraph or more

Section Five  Mechanics, Format and Structure  20 points

a) Mechanics: All text must be in complete sentence form. Projects must be submitted typed, double-spaced and bound in a three-ring binder, plastic page protectors not necessary. (Professionally bound at stores such as Fed Ex Kinko’s, UPS Store, Staples, or Office Depot is optional.)


PROOFREAD ALL WRITTEN MATERIAL PRIOR TO SUBMITTING THE PROJECT!!

b) Format and Structure: Each section must have a heading page - example: “Description of Operation,” or “Management Concepts.” Include a Table of Contents and a Works Cited page.

All pages must be numbered, and the text must be typed and double-spaced. Content quality must be clear and relevant. Project must be presented complete and in a professional manner.
**RECIPE COST SHEET**

Recipe Name: ___________________________________________ Standard Yield: ________

Menu Category: __________________________________________ Portion Size: ________

<table>
<thead>
<tr>
<th>Ingredient Measurements</th>
<th>Ingredients</th>
<th>As Purchased</th>
<th>Invoice Pricing</th>
<th>Individual Unit Cost</th>
<th>Individual Ingredient Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty / Unit</td>
<td>Name</td>
<td>Qty / Unit</td>
<td>Cost Per Unit</td>
<td>Cost / qt., lb., oz.</td>
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</table>

Total Ingredient Cost: _____________________________

Q Factor: _____________________________

Total Recipe Cost: _____________________________

Menu Selling Price: _____________________________

Note: The difference between Individual Portion Cost and

Total Ingredient Cost is typically associated with soups and certain desserts.

Individual Portion Cost: _____________________________

Food Cost Percentage: _____________________________
Recipe Name: Whipped Cream

Menu Category: Dessert sub-recipe

Standard Yield: 2 Cups

Portion Size: 1 oz.

<table>
<thead>
<tr>
<th>Ingredient Measurements</th>
<th>Ingredients</th>
<th>As Purchased</th>
<th>Invoice Pricing</th>
<th>Individual Unit Cost</th>
<th>Individual Ingredient Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty / Unit</td>
<td>Name</td>
<td>Qty / Unit</td>
<td>Cost Per Unit</td>
<td>Cost / qt., lb., oz.</td>
<td></td>
</tr>
<tr>
<td>1 - Cup</td>
<td>Heavy Cream, Garelick</td>
<td>12qt./1 case (cs)</td>
<td>$30.80 / 1 cs.</td>
<td>$2.56 / 1qt.</td>
<td>$0.64</td>
</tr>
<tr>
<td>1/8 - lb.</td>
<td>Granulated Sugar, Domino’s</td>
<td>50 lb./bag</td>
<td>$29.60 / bag</td>
<td>$.059 / lb.</td>
<td>$0.07</td>
</tr>
<tr>
<td>1 - tsp.</td>
<td>Vanilla Flavor, McCormick</td>
<td>1 gallon</td>
<td>Q</td>
<td>Q</td>
<td>Q</td>
</tr>
</tbody>
</table>

Total Ingredient Cost: $0.71

Q Factor: (5%) $0.03

Total Recipe Cost: $0.74

Menu Selling Price: n/a sub-recipe

Food Cost Percentage: n/a sub-recipe

Individual Portion Cost: $0.74

Note: The difference between Individual Portion Cost and Total Ingredient Cost is typically associated with soups and certain desserts.
Cooperative Education Program  
College of Culinary Arts  
Project Grading Sheet

Student Name:  
Host Company Name  
Co-op Term: Fall Winter Spring Summer

The following sections are assessed by the Site Supervisor

<table>
<thead>
<tr>
<th>Points</th>
<th>Points</th>
<th>Component Description</th>
<th>Comments</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Section One - Description of Host Company</td>
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<tr>
<td>5</td>
<td></td>
<td>History of Company &amp; Facility</td>
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<td>5</td>
<td></td>
<td>F&amp;B Outlets: Décor-Cuisine-Pricing-Annual Revenue</td>
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<td>5</td>
<td></td>
<td>Organizational Structure</td>
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<td>Management Philosophy</td>
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</tbody>
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|        |        | Section Two - Menu Evaluation |          |
| 5      |        | Recipes & M.O.P. |          |
| 5      |        | Food Cost Sheets |          |
| 5      |        | Photographs |          |
| 5      |        | Critiques |          |

|        |        | Section Three - Special Recipe Development | Chefs Critique: Please enter here or attach |
| 2.5    |        | Recipes & M.O.P. |          |
| 2.5    |        | Food Cost Sheets |          |
| 2.5    |        | Photograph |          |
| 2.5    |        | Chef’s Presentation / Flavor / Cross-Utilization / Cooking Technique / Creativity |          |

| 50 | Total | Site Supervisor Signature: |

The following sections are assessed by the Co-op Coordinator

<table>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Section Four - Journal</td>
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<tr>
<td>30</td>
<td></td>
<td>Daily or Weekly entries about the Co-op Experience</td>
<td></td>
</tr>
</tbody>
</table>

|        |        | Section Five - Mechanics, Format & Structure |          |
| 20     |        | Content, Section Headings, Spelling, Sections Complete, Professional Appearance, Bound, Works Cited, etc. |          |

| 50 | Subtotal | Comments: |

| -2.5 | Project Late *2.5 |
| Total Days |          |

| 100 | Project Total | Co-op Coordinator Signature: |

Project Mailing Address:
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Providence, RI 02905 * 401-598-4611 * 401-598-1865(fax)