College of Culinary Arts Cooperative Education
Culinary Arts Baccalaureate Program
Project Guidelines

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 15 points
2. Operating Procedures/Menu Evaluation 20
3. Analysis of the Co-op Site 35
5. Overall Presentation: Mechanics, Format & Structure 10

100 total points

After the project has been completed, the student submits the final draft to their Faculty Advisors by mailing the binder to Career Development Office. The faculty advisor grades the project and completes the Co-op Project Grading Sheet (located at the end of this manual).

A few notes of consideration:

• You will need to show proof of contact with your Faculty Advisor at least three times throughout the term. Please choose one from the following list:
  Frank Terranova  Victor Smurro  John Dion
  Segundo Torres  Linda Pettine  Mark DeMarchena
  Jennifer Pereria  Mark Soliday  Dean Lavornia
  Rolando Robledo  Peter Kelly  Rainer Hienerwadel

• 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)

Project Mailing Address:
Johnson & Wales University * Career Development Office * Paramount Building * 321 Harborside Boulevard * Providence, RI 02905 * (401) 598-4611 * (401) 598-1865 (fax)
CULINARY ARTS BACCALAUREATE DEGREE
COOPERATIVE EDUCATION PROJECT

NOTE: Photocopied materials (menus, production sheets, schedules, etc.) can be submitted as support information only. Photocopies will not be accepted in lieu of written text. Photographs of production areas are optional.

All projects must be typed, double-spaced, tabbed and bound in a three-ring binder.

Part I: 15 pts. - Description of the Co-op Site

Describe the organization including the following information:

- Ownership of the property
- Operation and type of Foodservice/ menu
- Description of the volume on a weekly basis

Include in your description employee information including:

- Description of the overall hierarchy/ organization chart
- A brief job description for each individual in your department/area
- Include level of skill/training of each individual in your department/area

Part II: 20 pts. - Operating Procedures/ Menu Evaluation

1. Choose four specialty ingredients used at the site (fruits, vegetables, herbs/spices, proteins, etc.) and evaluate them on the following criteria:
   - Why are these ingredients used?
   - What products are made with these ingredients?
   - How are purveyors of these ingredients selected?
   - What has influenced the decision to pick one ingredient or one purveyor over another?

2. Select five dishes and provide a recipe with food costs following the listed guidelines (appetizers, soups, salad entrée, platter and plated desserts, etc.)
   - Give the title/name of the dish and a brief description
   - Include an original photograph of the item
   - Include a breakdown of the food cost of each item

3. Indicate the most popular item produced by the operation and why it is the most popular item.

4. Indicate the least popular item produced by the operation and why it is the least popular item. Also include what could be done to this item, short of omitting this item from production, to allow it to become the most popular item.
Part III: 35 pts. - Analysis of co-op site
All students must complete an interview with their supervisor. In addition, two topics from the following list of four must also be included (Compare and contrast/ Supervisory Challenges/ Co-op site and career goals/ the perfect co-op site).

Interview your boss/supervisor:

- Sample questions:
  - What is their employment history?
  - What is their training and education?
  - Where do they find their inspiration when creating a new dish?
  - What is the most popular dish which they have designed?
  - What is the least appreciated dish which they have designed?
  - What is their favorite tool and why?
  - What is their favorite ingredient and why?
  - What do they consider to be the best part of the pastry business?
  - What’s the one thing they wish they had known when they first began in the industry?
  - What would be their ultimate culinary job?
  - What are their hobbies?
  - If they weren’t a chef, what profession would they like to enter?
  - Do they have a personal motto?
  - What book has inspired them the most?
  - What book do they find themselves turning to again and again?
  - Who are their mentors?
  - What do they consider to be the best part of the pastry business?
  - What’s the one thing they wish they had known when they first began in the industry?
  - What would be their ultimate culinary job?
  - What are their hobbies?
  - If they weren’t a chef, what profession would they like to enter?
  - Do they have a personal motto?
  - What book has inspired them the most?
  - What book do they find themselves turning to again and again?
  - Who are their mentors?

Compare and Contrast:

- Pick three dishes prepared and include the following information:
  - Clearly describe the cooking techniques/methods used to prepare the item and how those cooking techniques/methods compare to similar items made at Johnson & Wales.
  - Explain an advantage and a disadvantage of the cooking technique/method as it is used at the co-op versus the technique used at Johnson & Wales.
  - Why do you think the cooking technique/method is utilized in a different manner at the co-op site? For example, can the differences be attributed to the skill of employees, food cost, or time issues?

Supervisory challenges:

- Pick three specific areas of challenge
  - Clearly describe each situation, explaining why it was a challenge
  - What did you learn from the situation?
  - How would you approach the same situation in the future?
Co-op site and career goals:
• What were your expectations when you began the co-op and how did these expectations relate to your ultimate career goals?
• What are your career goals now that you have experienced the co-op?
• What, specifically, about the co-op site has influenced your present career goals?
  o This can be in either a positive or negative manner, or a combination of both.
  o Include clear and concise examples from your co-op experience to back up the comments you are making.

The perfect co-op site:
• What changes would have to be made in order for your co-op site to become the ‘perfect’ work environment?
  o Pick four areas and specifically explain the changes which would need to be made in each area.
  o These changes may include alterations in the products made, the equipment, the employees etc.

Part IV: 20 pts. - Daily Journal
There must be a minimum of 40 daily entries.
The following topics must be addressed throughout the entries:
• What was one new item you made today?
• Describe any new ingredient you may have worked with today.
• Did you learn a new technique or a variation of a technique with which you were already familiar, OR did anyone at work suggest something to further your skills (this could be a book, a work of art, a hobby etc)?
• Evaluate your own performance today either in terms of culinary or supervisory skills
• Describe one positive aspect and one negative aspect about today’s production
• Provide proof of contact with your faculty advisor, minimum of 3 (i.e. printed email)

Note: Not every entry must include all five of the above points. But all of the points must be discussed in the course of one week. Each entry must be dated, typed, single spaced and a minimum of two paragraphs in length.

Part V: 10 pts. - Format/ Mechanics/ Structure
• All text must be in complete sentence form. Projects submitted must be typed, double-spaced, and bound in a three-ring binder. (Professionally bound - Example: Kinko’s bound, is optional)
• Spelling, punctuation, grammar, sentence/paragraph construction, vocabulary/language must be correct.
• Each section must have a heading 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 in a professional manner.
The following is an example of everything which a journal entry should entail:

Date: March 3, 2005
Time of shift: 6:00am to 3:00pm

Today was the first day I worked with the Sous Chef, Stacy. She is responsible for producing all of the items served at the charity benefit buffet served in the grand salon. When I came in at 6:00, Stacy had already been in the kitchen for an hour and had prep lists ready for the entire staff. She handed me my list when I walked in the door and we began to work. Many of the items on the list I had already seen in some form when I was working on the pm shift. The tuna tartare, scallops en brochette, and beggar’s purses were all things I had made with the other cooks last week. The greatest thing about today was to see those items in their final form. I was responsible for making the pickled cucumber for the tuna, cooking off the scallops as well as assembling and preparing the beggar’s purses. The scallops and tuna went pretty well, although Stacy told me that I needed to work more quickly. As it got closer to 11:00, I realized that I would never finish assembling the purses in time. I was hesitant to say anything to Stacy because she had already yelled at me for working too slowly. At 11:15, however, she noticed how far behind I was and jumped in to help. I was amazed at how quickly she was able to fill and seal the purses. She used a quick wrist motion that I had never seen before. After observing her for a while I picked up on another “trick of the trade”.

After the buffet was set up, Stacy called me into the office. She told me that I had done pretty well considering that it was my first morning shift. She said I should always keep my eye on the clock as that would help me to work more quickly. She also said that next time I was in the weeds I should not wait until 11:15 to ask for help. I asked her if she could work next to me for a while tomorrow because I felt that I really learned a lot from watching her work on the beggar’s purses. She agreed and I am looking forward to seeing how long it will take me to accomplish the same tasks tomorrow. I hope to test out that wrist motion!
FACULTY ADVISOR GRADE FORM

Name of Student: ________________________________ Date: ____________
Co-op Site: _____________________________________ Faculty Advisor: _____________________
Trimester: ☑ (Check one) Fall: ☐ Winter: ☐ Spring: ☑ Summer: ☐

Description of the Co-op Site: 15 Points
Description of the bakeshop, products, par stock, volume _____ / 7.5
Description of employment structure, job description, education, etc. _____ / 7.5
Total Points Earned: _______

Operating Procedures/ Menu Evaluation: 20 Points
Specialty Ingredients (2 must be selected) _____ / 5
Food and labor cost of 5 items with photos of each item _____ / 10
Most popular menu item and why _____ / 2.5
Least popular menu item and why _____ / 2.5
Total Points Earned: _______

Analysis of Co-op Site: 35 Points
Interview with boss or supervisor _____ / 15
2 areas of operation/ co-op topic discussions: 10 points each
  Compare and Contrast _____ / 10
  Supervisory Challenges _____ / 10
  Co-op Site and Career Goals _____ / 10
  The Perfect Co-op Site _____ / 10
Total Points Earned: _______

Daily Journal: 20 Points
40- 1 page daily journal entries, including new items, ingredients, techniques employed, positive and negative aspects of production, dated, typed, double-spaced, minimum 2 paragraphs in length. _____ / 15
Proof of contact with Faculty Advisor- Minimum of 3 contacts _____ / 5
Total Points Earned: _______

Mechanics/ Format/ Structure 10 Points
Typed, 12 point font, double-spaced, appropriate grammar, spelling, MLA format, etc _____ / 10
Total Points Earned: _______

Faculty Advisor Signature: ________________________
Faculty Advisor Name (Printed): __________________ Date: ____________

Faculty Advisor, please return project to: Career Development Office * Paramount Building