College of Culinary Arts Cooperative Education Program
Culinary Nutrition Baccalaureate Degree Program Final Project

The project should reflect the student’s ability to report factual information regarding the Host Company and to their contributions and observations during the 11- week Co-op term.

The project is divided into the following sections:

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100 total points

At the end of Week TEN of the co-op term, students submit the following items to their Co-op Coordinators:

- Completed project
- **Project Grade Form** (included in the back of this packet).

Your Co-op Coordinator will submit the project to your Faculty Advisor for final grading.

A few notes of consideration:

- Photocopied or downloaded materials (Company history, menus, production sheets, schedules, etc.) can be submitted as support information only and placed in the APPENDIX section of your final project. **Photocopies and downloaded materials will not be accepted in lieu of written text.**

- 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 Final Project are not submitted within two weeks of the end of the term.

- All projects must be typed.
- The Co-op office will hold your Co-op Project for one calendar year which you can arrange to pick-up ANY TIME AFTER IT HAS BEEN GRADED.

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.

- 2.5 points will be deducted from your final grade if the grading form is missing.

- 5 points will be deducted if a project is not bound. When submitted, projects must be bound (3-ring binder, or Kinko's bound).
Culinary Nutrition Baccalaureate Degree Program

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Students are required to complete all sections of the project.

**Section I. Co-op Site Description**  
20 points

The student must complete a full description of the Co-op site. All text must be in complete sentence form. Sources must be cited using MLA format.

Describe the following in your own words:

- History of the Company and facility with supporting photographs
- Target customer and clientele
- Organizational Chart – Please create a Microsoft Organizational Chart with the employee’s names and titles of the department you are assigned and show where you fit within the department. Note: If you state a co-workers name in your weekly reports, that person MUST be listed on the organizational chart.

**Section II. Description of Student Participation**  
10 points

- Orientation and Training -The student will discuss his/her participation and what materials were covered?
- Include a one week Daily Journal – Discuss in detail your daily activities for a given week of your cooperative education term

Students may also include information pertaining to the following:

- Focus groups (Track B only) – Describe in detail your involvement – did you develop the recipe, execute the food production, or were you observing the process.
- Food demos (Tracks A, C, and D only)

**Section III. Weekly Managerial Report**  
25 points

The student will prepare a minimum one page weekly report, for weeks 1-9 and e-mail to Suzanne Vieira and Dianne Compos. These reports will include the following:

- Summarization of activities
- Discuss your perception of the industry you are working.
- Interaction with Nutrition Departments-Job responsibilities for the position you are in and do you feel you were prepared and a good fit
- Areas of responsibility, duties and tasks performed
- New food product used
- New cooking techniques and demonstrations performed
Section IV. Employer Project Contribution  

30 points

The student will complete a project that will positively impact their Co-op site. The topic should be jointly agreed upon and upon completion, positively impact the Co-op site.

The topic and outline must be approved by Suzanne Vieira. E-mail your proposed topic and outline to svieira@jwu.edu.

This project must be fully shared and not contain ANY confidential employer information – a report with black-outs will not be accepted.

The student must include their original proposed topic outline in their final project along with copies of all relevant documents created for the employer project. These documents could include:

- Lab reports
- Results tables
- PowerPoint Presentations
- Menus
- Brochures
- Recipes
- Nutritional Analyses

Section V: Final Summary  

5 Points

Students prepare a one page final summary of their Co-op, focusing in particular on the entire 11-weeks. Was this a positive experience? Were your expectations met? Did you meet your goals and objectives? Would you recommend this site to future Nutrition students?

Include this summary in your final project.

Mechanics - Format - Structure  

10 Points

a) Mechanics: All text must be in complete sentence form. Sources must be cited using MLA format. Project must be submitted typed, double-spaced and bound in a three-ring binder. (Professionally bound - Example: Kinko’s bound, is optional.)

b) Spelling, punctuation, grammar, sentence/paragraph construction, vocabulary/language must be correct. Use spell-check and a dictionary! Spell-check does not always recognize culinary terms. The book, The Food Lover's Companion” is a great reference tool.

PROOFREAD ALL WRITTEN MATERIAL PRIOR TO SUBMITTING THE PROJECT!!

c) Format and Structure: Each section must have a heading page - example: Section I – Site Analysis, “or “Student Participation”

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.

Project Mailing Address:

Johnson & Wales University * Career Development Office * Paramount Building * 321 Harborside Boulevard * Providence, RI 02905 * (401) 598-4611 * (401) 598-1865 (fax)
College of Culinary Arts
Cooperative Education Program
Proposed Co-op Employer Project Topic & Outline

Please print or type responses:

Student's name: ________________________________ Date: ____________

Student’s Current Co-op address: ______________________________________________________

Email Address: ____________________________________________________________________

Student’s Co-op phone number: _______________________________________________________

Site Supervisor’s Name/Title: _________________________________________________________

Faculty advisor: ____________________________________________________________________

Proposed topic title: _________________________________________________________________

PLEASE TYPE YOUR PROJECT OUTLINE IN A SEPARATE WORD DOCUMENT
Your Outline should mirror what your project’s Table of Contents will contain.

AND E-MAIL TO: suzanne.vieira@jwu.edu and CC: dianne.compos@jwu.edu

Student signature: __________________________________________________________________

Site Supervisor signature: __________________________________________________________________

Please sign and fax a copy of this sheet to:
Johnson & Wales University * Career Development Office * Paramount Building * 321 Harborside Boulevard
* Providence, RI 02905 * (401) 598-4611 * (401) 598-1865 (fax)
Name of Student: ____________________________________________________________

Host Site: ___________________________________________________________________

Faculty Advisor: ______________________________________________________________

Trimester: [ ] Fall: [ ] Winter: [ ] Spring: [ ] Summer: [ ]

Please note: A grade will not be issued from the Co-op office without receiving this completed grade form and project.

Section I. Site Analysis

History of the Company and facility with supporting photographs: _____

Target Customer & Clientele: _____

Organizational Chart: _____

20 Points Available - Total Awarded: _____

Section II. Description of Student Participation

Orientation & Training: _____

One week Daily Journal: _____

10 Points Available - Total Awarded: _____

Section III: Weekly Managerial Reports

25 Points Available - Total Awarded: _____

Section IV: Co-op Employer Project Contribution

Quality of Project Completed: _____

30 Points Available - Total Awarded: _____

Section V: Final Summary

5 Points Available - Total Awarded: _____

Mechanics

Overall Presentation: Mechanics, Format & Structure:

Format: _____

Grammar: _____

Structure/Presentation: _____

10 Points Available - Total Awarded: _____

*Late projects lose 2.5pts a day - No projects will be accepted 2 weeks after end of term - Adjustments: _____

Project Grade: _____

Faculty Advisor Signature: _______________________________________________________

Faculty Advisor Print: ________________________________ Date: ______________________