# JACKSON COLLEGE

**Meeting Date:** April 18, 2016  **Chair/Meeting Convener:** Pat Visser
**Meeting Time:** 3:30-5:00 pm  **Location:  HLC 101**
**Purpose**:  To ensure the academic integrity and quality of all courses, certifications, and programs
**Required Materials:** Agenda, minutes and material distributed
**Preparation:**  Review materials and come prepared to discuss
**Membership:** Edward Burkhead, Todd Butler, Clarinda Flannery, Angel Fonseca, Jeremy Frew, Mike McGlynn,  Zakary McNitt, Xania Payne, Kris Pursell,  Mark Schopmeyer, Kristin Spencer, Alana Tuckey, Patricia Visser

| Item | Who/How | Outcome |
|---|---|---|
| 1. Review minutes: 04/18/16 | All | Accurate record of meeting discussion and decisions |
|  |  |  |
| 2. New Course Review | All | Accurate record of meeting discussion and decisions |
|  | CUL 245<br>CUL 345<br>CUL 445 |  |
|  |  |  |
| 3. New Program Request | All | Accurate record of meeting discussion and decisions |
|  | Culinary Arts & Hospitality Management – BS | |
| 4. Course Reviews | All | Accurate record of meeting discussion and decisions |
|  |  |  |
|  | ACC 115 – Recommendation from 4/04 meeting<br>ACC 130– Recommendation from 4/04 meeting<br>ACC 325– Recommendation from 4/04 meeting<br>ACC 216– Recommendation from 4/04 meeting<br>ACC 231– Recommendation from 4/04 meeting<br>ACC 232– Recommendation from 4/04 meeting<br>ACC 234– Recommendation from 4/04 meeting<br>ACC 240– Recommendation from 4/04 meeting<br>ACC 245– Recommendation from 4/04 meeting<br>BUA 110– Recommendation from 4/04 meeting<br>BUA 111– Recommendation from 4/04 meeting<br>BUA 245– Recommendation from 4/04 meeting<br>BIO 161 – Recommendation from 4/18 meeting<br>BIO 162 - Recommendation from 4/18 meeting<br>NUR 101- Recommendation from 4/18 meeting<br>MIC 201- Recommendation from 4/18 meeting<br>MIC 211 - Recommendation from 4/18 meeting |  |
| Next meeting  July 20, 2016 | | |
| **Issue Bin (from last meeting):** | | |
|  |  |  |

**Meetings should Ground Rules**

1) Begin and end on time: use JC or cell phones as universal time.
2) This meeting environment is a safe zone.
3) There is no rank in the room.

4) One speaker at a time.
5) Agree only if it makes sense to do so.
6) Support decisions made on consensus.
7) Keep comments on target with topics/tasks at hand. (Issue Bin is available for other topics.)
8) All action items must be completed in timely manner, preferably by the established deadline
9) All agenda items and related material must be submitted by an Academic Dean, Registrar, Curriculum Committee Chair, or by evidence of support of a Dean.  Agenda items must be submitted the Wednesday, prior to the meeting, by 5:00 pm.
10). All ringers on cell phones and electronic devices should be turned off or set on vibrate.

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**Required Materials:** Agenda, minutes and material distributed

**Preparation:** Review materials and come prepared to discuss

**Membership: :** Todd Butler, Edward Burkhead, Clarinda Flannery, Angel Fonseca, Jeremy Frew, Mike McGlynn,  Zakary McNitt, Xania Payne, Kris Pursell,  Mark Schopmeyer, Kristin Spencer, Alana Tuckey, Patricia Visser

| Item | Who/How | Outcome |
|---|---|---|
| 1.   Review minutes: <br>      April 4, 2016 | All | Accurate record of meeting discussion and decisions |
| Discussion:  The minutes of April 4, 2016 were approved pending minor corrections | | |
| | | |
| 2. New Course Review | All | Review for discussion and recommendations |
| **Action Plan** | **Person(s) Responsible** | **Expected Outcome** |
| ELI 097 | All | Approved as presented |
| ELI 098 | All | Approved as presented |
| ELI 099 | All | Approved as presented |
| ELI 011 | All | Approved as presented |
| ELI 012 | All | Approved as presented |
| ELI 013 | All | Approved as presented |
| ELI 014 | All | Approved as presented |
| ELI 021 | All | Approved as presented |
| ELI 022 | All | Approved as presented |
| ELI 023 | All | Approved as presented |
| ELI 024 | All | Approved as presented |
| ELI 031 | All | Approved as presented |
| ELI 032 | All | Approved as presented |
| ELI 033 | All | Approved as presented |
| ELI 034 | All | Approved as presented |
| ELI 041 | All | Approved as presented |
| ELI 042 | All | Approved as presented |

| | | |
|---|---|---|
| ELI 043 | All | Approved as presented |
| ELI 044 | All | Approved as presented |
| ELI 051 | All | Approved as presented |
| ELI 052 | All | Approved as presented |
| ELI 053 | All | Approved as presented |
| ELI 054 | All | Approved as presented |
| AGT 113 | All | Change prerequisite from ENG 085 to ENG 131. Approved pending amendment |
| AGT 212 | All | Approved as presented |
| AGT 231 | All | Approved as presented |
| AGT 245 | All | Clarify how many hours required within internship and add Instructor Permission. Approved pending amendment |
| UAS 101 | All | Correct pre-requisite to ENG 085. Approved pending amendment |
| AUT 251 | All | Amend credit to 4 and change MAT prerequisite from 020 to 030. Approved pending amendment |
| AUT 263 | All | Amend credit to 4 and change MAT prerequisite from 020 to 030. Approved pending amendment |
| AUT 268 | All | Amend credit to 4 and change MAT prerequisite from 020 to 030. Approved pending amendment |
| MIC 242 | All | Course replaces MOA 242. Approved as presented |
| | | |
| | | |
| 3.Change of Taxonomy | All | Review for discussion and recommendations |
| | | |
| Action Plan | Person(s) Responsible | Expected Outcome |
| MOA 242 | All | Make inactive. Approved as presented |
| AFT 116 | All | Modify course description. Approved as presented |
| AFT 140 | All | Modify course description. Approved as presented |
| AFT 205 | All | Modify course description. Approved as presented |
| MFG 105 | All | Due to the addition of SEM, request to reduce BCH from 5 to 3  Approved as presented |
| | | |
| 4. New Program Request | All | Review for discussion and recommendations |
| | | |
| Action Plan | Person(s) Responsible | Expected Outcome |
| Culinary Arts & Hospitality - BS | All | Discussion moved to May 2, 2016 meeting |
| Aviation Flight Technology – Unmanned Aerial Systems | All | Approved as presented |

| Skill Set | | |
|---|---|---|
| Applied Science in Agriculture, Generalist - AAS | All | Approved as presented |
| | | |
| 5. Program Change Requests | All | Review for discussion and recommendation |
| | | |

| Action Plan | Person(s) Responsible | Expected Outcome |
|---|---|---|
| Aviation Flight Technology – AAS | All | Change GEO 3 requirement from MAT 131 to MAT 130 or higher, GEO 4 requirement from PHY 231 to PHY 131 preferred or PHY 231(for students transferring for BS degree), Add ELT 140, AFT 275 and UAS 101 to list of Tech Related options. Approved pending minor changes |
| Medical Insurance Coder/Biller – Certificate | All | Remove ACC 216 or ACC 231, replace MOA 242 with MIC 242.  Approved as presented |
| Health Administration Insurance Specialist | All | Replace MOA 242 with MIC 242.  Approved as presented |
| | | |
| 6. Request to add to JC Gen Ed | All | Review for discussion and recommendation |

| Action Plan | Person(s) Responsible | Expected Outcome |
|---|---|---|
| NSC 120 | All | Add NSC 120 to GEO 4 to Associates in Applied Science – Agriculture degree.  Approved as presented |
| | | |
| 7. Course Reviews | All | Review for discussion and recommendations |
| | | |
| ACC 115 | All | Recommendation to be presented at May 2, 2016 meeting |
| ACC 130 | All | Recommendation to be presented at May 2, 2016 meeting |
| ACC 214 | All | Recommendation to be presented at May 2, 2016 meeting |
| ACC 216 | All | Recommendation to be presented at May 2, 2016 meeting |
| ACC 231 | All | Recommendation to be presented at May 2, 2016 meeting |
| ACC 232 | All | Recommendation to be presented at May 2, 2016 meeting |
| ACC 234 | All | Recommendation to be presented at May 2, 2016 meeting |
| ACC 240 | All | Recommendation to be presented at May 2, 2016 meeting |
| ACC 245 | All | Recommendation to be presented at May 2, 2016 meeting |
| BUA 110 | All | Recommendation to be presented at May 2, 2016 meeting |
| BUA 111 | All | Recommendation to be presented at May 2, 2016 meeting |
| BUA 245 | All | Recommendation to be presented at May 2, 2016 meeting |

| | | |
|---|---|---|
| BIO 161 | All | Recommendation to be presented at May 2, 2016 meeting |
| BIO 162 | All | Recommendation to be presented at May 2, 2016 meeting |
| NUR 101 | All | Recommendation to be presented at May 2, 2016 meeting |
| MIC 201 | All | Recommendation to be presented at May 2, 2016 meeting |
| MIC 211 | All | Recommendation to be presented at May 2, 2016 meeting |
| | | |
| | | |
| **Members Present:** | | |
| E Burkhead | A Fonseca | P Visser |
| M McGlynn | X Payne | Z McNitt/A VanHeest |
| A Tuckey | K Pursell | C Flannery |
| K Spencer | | |
| **Members Absent:** | | |
| J Frew | M Schopmeyer | T. Butler |
| | | |
| **Guest** | | |
| D Vreeland | M Higgins | C Kaser |
| Representative for Michigan Farm Bureau | E Themm | V Brown |
| G Isley | | |

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8) All action items must be completed in timely manner, preferably by the established deadline
9) All agenda items and related material must be submitted by an Academic Dean, Registrar, Curriculum Committee Chair, or by evidence of support of a Dean. Agenda items must be submitted the Wednesday, prior to the meeting, by 5:00 pm.

# Jackson College Curriculum Committee
# New Course Approval Form and Cover Sheet

Course Prefix  CUL          Number 245

Course Name  Internship Level I

For any new course to be added, <u>all</u> of the following must be completed and submitted to the appropriate department chair, then the academic dean and then the Curriculum Committee for approval. If the course has run as experimental, include appropriate documentation (including assessment results) associated with the running of that experimental course.  New course approval will not be granted unless all items below are satisfactorily completed.


**Note: This form is <u>not</u> for approving a course to be run as experimental. See Experimental Course Approval Form and Cover Sheet**

| Done? | Task |
|---|---|
| ☒ | Obtain initial authorization from appropriate academic dean. Please attach a brief statement of why the course is to be developed. |
| ☒ | Write a summary of resource impacts on the institution, including equipment and staffing needs. |
| ☒ | Consult with the registrar for assignment of a new course number. |
| ☒ | Complete the new course taxonomy form, available on the Academic Dean's web page |
| ☒ | Submit an assessment rubric for each ADO for which the course will assess outcomes. (Rubrics should also be submitted to the appropriate Dean.) |
| ☒ | Complete a course review packet, with attachments, including official course outline and syllabus.   (If this is to replace an existing course, you may provide evidence that the course has a recently completed course review on file.) |
| ☒ | If this is to replace an existing course, include a change of taxonomy form to inactivate the course being replaced. |


Initiator:              David L Hooper
                        Print


              *David L. Hooper*              1/15/2016
              Signature / Date

# NEW COURSE Taxonomy
## (Master Course File)*

*All fields must be completed*

Effective Date:  Winter
2017

**DISCIPLINE:**  CUL                          **NUMBER:**  245

**TITLE:**   Internship Level I

 **TITLE ABBREVIATION (< 20 characters):**   INT. LEVEL I

 1  **Credit Hours    (15 contact hrs = 1 cr hr)**          **I  Credit Type I=Institutional C=Cont Ed**

 1   **Billing Credits (BCH)   (15 contact hrs  = 1 BCH)** 0  **Continuing Ed Units**

   **Course Fee**                                    15   **Instructor Load (1 BCH = 15 contact hrs)**

 N  **Pass or Fail Course (Y or N)**               N/A  **Maximum Seating Capacity**

                                                 N   **Instructor Permission Required (Y or N)**

**Repeatable?  May students take this course more than once for credit?**  _N___  **If yes, please explain:**

**Pre-Requisites Required:**   CUL 115, and CUL 121

**Co-Requisites Required:**

**Does this replace a current course?**  N    **Which course?** _
**Does old course continue to fulfill all program requirements?**

**Should old course be made inactive?** __   **If yes, please attach Taxonomy Change Form.**

**COURSE DESCRIPTION:  (Be succinct)**

**Level I Internship**:  a semi-structured and supervised internship, in which students will receive basic training and directed work experience, offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff.  Students are required to complete a minimum of 60 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress.  Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department.  Students must have permission of the Department Head and attend an internship orientation meeting before registering for this course.
Prerequisite(s): CUL 115, and CUL 121

**Action:**  ☐  **Remove from Catalog**      ☒  **Add to Catalog**      ☐ **Revise Catalog**
Revised 10/15/2012

_____
    **Department Chair / Date**        **Academic Dean/ Date**        **Curriculum Committee**
                                                                      **Chair/Date**

___ ___ ___     ____ _____
      **Registrar / Date**                                   **ACS Code**

# Summary Form
# TAXONOMY
### (Master Course File)*

*All fields must be completed*

Effective Date: 8/1/2016

CUL **DISCIPLINE** 245 **NUMBER**

**TITLE:** Internship Level I

**TITLE ABBREVIATION:** INT. LEVEL I
**(20 characters)**

    **Credit Hours**              **Credit Type**
1   **(15 contact hrs = 1 cr hr)**     i   **I=Institutional  C=Cont Ed**

    **Billing Credits (BCH)**
1   **(15 contact hrs  = 1 BCH)**    0   **Continuing Ed Units**

    **Course Fee**              15   **Instructor Load (1 BCH = 15 contact hrs)**

n   **Pass or Fail Course (Y or N)**    N/A   **Maximum Seating Capacity**

                                  N   **Instructor Permission Required (Y or N)**

**Number of  times course can be taken for credit (most courses are one time – see Registrar for options)
1**

**Pre-Requisites Required**     Prerequisite(s):  CUL 115, and CUL 121

**Co-Requisites Required:**

**Special Program Requisites:**

**COURSE DESCRIPTION:**
**Level I Internship**:  a semi-structured and supervised internship, in which students will receive basic training and directed work experience, offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff.  Students are required to complete a minimum of 60 hours and complete a portfolio on the internship.  Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress.  Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department.  Students must have permission of the Department Head and attend an internship orientation meeting before registering for this course.
Prerequisite(s):  CUL 115, and CUL 121

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Signature of Department Chair / Date     Signature of Academic Dean/ Date     Curriculum Committee Chair / Date

**Registrar / Date**                    **ACS Code**

Revised 04/20/10

# COURSE REVIEW REPORT

**Course:** _ *NEW: CUL 245 Internship Level I_
**Faculty Member Completing Review:** _ David Hooper   **Date:** _1/15/2016

*Please submit two complete printed copies, and an electronic copy, of the course review packet (this form and all attachments) to the Curriculum Committee for approval. Detailed instructions can be found at http://www.jccmi.edu/administration/deans/CourseProgramForms.htm.*

## Submit written responses to all of the following items:

### General Information
1. Has the course been taught in the last two years? N   Semester last taught   If it has not been taught in the past 2 years, explain why. New

2. Describe the target students for this course.  Is the course being scheduled at times/locations that best serve the target students?   Explain. Students pursuing the new Bachelor of Science: Hospitality Management Degree, as well as the new Hospitality Management Certificate.

3. Is at least one full-time faculty member involved in teaching this course? Y    If not, please explain.

### Documentation
1. Is the course description the same in the catalog, taxonomy summary, official course outline and syllabi? Y  (If necessary, attach a taxonomy change form to update the catalog description.)

2. Is the Official Course Outline current? Y  Update as needed and attach a copy.
   Attach an updated copy of the Taxonomy Summary form (incorporating any recent taxonomy changes).

3. Are the official course description and objectives consistent with what is taught by all faculty/all methods (full-time, part-time, face-to-face, online)? y   If not, please explain. Discuss how that consistency was developed/is maintained.

4. Are prerequisites appropriate to the content and correctly listed in the catalog and syllabi?  Y
   List the prerequisites:  CUL 115 and CUL 121

5. If this course is a prereq for another class, have the two departments/lead faculty coordinated?
   Y   List the course(s) for which this is a prereq:

6. When was the syllabus last updated?  01/2016   attached

### Discipline and Quality
1. What instructional methods are used (e.g. PowerPoint, group work, service learning, laboratory, etc.)? Discuss the effectiveness of these methods.  Are there methods you would like to use but cannot for any reason?  Explain. Student(s) will be provided a pre-approved structured

2. Are Associate Degree Outcomes explicitly stated in the syllabus and linked to course objectives? n

3. Attach a copy of the most recent assessment success data.  How have you revised the course based on the assessment data?   How have assessment data compared between face-to-face and online sections?  If disparate, what measures are being undertaken to address this?  NEW Class

## Currency

1. Describe process(es) used to monitor/maintain currency/changes for this course.  Attach supporting documentation as needed/appropriate.  Researched other 2 and 4-year hospitality management programs.

2. What is the copyright date of the textbook? 2006   If the book is more than 4 years old, include the rationale for its continued use.  Workbook (not textbook) covers the entire spectrum of Food & Beverage Industry, allowing student to fill in all sections that relate to his/her perspective internship/externship experience.

3. Is the course a component of a recent program review action plan? N   If yes, describe actions taken.

4. Is current technology appropriate/necessary to the course or field included in the content and/or methods? Y   Are necessary equipment and aids current? Y   Describe the technology used.  Computers and internet.

## Transferability

1. Are the course requirements and prerequisites consistent with requirements for comparable courses at other colleges? N   Explain The focus of this class has been accommodating the JC Bachelor degree.

2. How does the course transfer?  (Provide course number when equivalent)

| Institution | Equivalent Course | General Credit | No Credit | Unknown |
|---|---|---|---|---|
| SAU | | | | x |
| SHU | | | | x |
| EMU | | | | x |
| MSU | | | | x |
| MSU | | | | x |
| WMU | | | | x |
| UM | | | | x |
| Other | | | | x |

**Explain any transfer problems.**

**For Occupational Courses Only**

1. Is this a required course in an occupational program? y  Which program(s)?  BS Hospitality Management

2. When was this course last discussed at an Advisory Committee meeting? _11/1/2015
   How do external partners have input into this course? An official advisory committee has not yet been established, but the lead faculty is outreaching to stakeholders for input about program developments.

3. Have recent course/taxonomy changes been communicated to all programs that require this course? Y   Explain: NEW – only required for a new BS Hospitality Management degree and Hospitality Management Certificate

**Attachments to include (print and electronic):**

_☒_ Current syllabus (at least 1 from each delivery method)
_☒_ Catalog course description
_☒_ Taxonomy Summary form, including any recent changes
_☒_ Official course outline
_☒_ Assessment Plan (electronic copy to Assessment committee if it has been updated or not submitted previously)
_☐_ Most recent assessment success data tables
_☒_ This completed form
_☐_ Other supporting documentation/answers to questions/explanations

For Committee Use:  COMMENTS
_____

_____
_____

Date reviewed _____ Satisfactory/Needs more information        Date approved
_____

# JACKSON COLLEGE OFFICIAL COURSE OUTLINE

**Course number, title and credits; total time allocation**

Course Letter/Number **CUL 245**   Credits   **1**   Title   **Internship Level I**

Lecture/Discussion _____ hrs/semester   Lab **15** hrs/semester   Clinical _____ hrs/semester

**Catalog Description and Pre- and Co-requisites (Same as taxonomy and catalog)**

**Level I Internship**:  a semi-structured and supervised internship, in which students will receive basic training and directed work experience, offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff.  Students are required to complete a minimum of 60 hours and complete a portfolio on the internship.  Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress.  Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department.  Students must have permission of the Department Head and attend an internship orientation meeting before registering for this course.
Prerequisite(s):  CUL 115, and CUL 121

**Knowledge, Skills and Abilities Students Acquire from this Course (Educational Objectives)**
- Participate in End of Period Food & Beverage Inventory
- Perform Cost of Goods Sold
- Prepare and place food and beverage order
- Write a weekly employee schedule for front-of-house (FOH) and back-of-house (BOH) employees
- Participate in food and beverage delivery

**Associate Degree Outcomes Addressed in this Course (These must appear in course syllabus.)**
Critical Thinking – 7

**Units/topics of Instruction**

| Module # | Module Name | Topics |
|---|---|---|
| Module 1 | Food & Beverage Inventory | • Prepare inventory sheets with updated pricing for accurate inventory valuation<br>• Participate in inventory count<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
| Module 2 | Food & Beverage Inventory continue… | • Prepare inventory sheets with updated pricing for accurate beverage inventory valuation<br>• Participate in inventory count, plus call the counts or record said counts<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
| Module 3 | Participate in Invoice Logging of Food & Beverage | • Input or record invoice purchases<br>• Total purchases for one month/period and management validation |
| Module 4 | Place Food and/or Beverage Order | • Calculate COGS for a single period with Management |
| Module 5 | Calculates Food and/or Beverage | • Management validation |
| Module 6 | Write Weekly Employee Schedule | • Estimated in –times AND out-times on schedule<br>• Cost out the schedule you wrote using actual pay rates of employees (**Must keep confidential**)<br>• Compare this to the labor budget |

| Module 7 | Participate in Food Order Delivery | • Use establishment method of check-in or use invoice method<br>• Compare the food delivered against food ordered.<br>• Opened some cases during check in. Discuss any quality or quantity issues. |
|---|---|---|
| Module 8 | Participate in the Interview Process | • Schedule an interview with applicant and manager<br>• Plan interview questions with manager<br>• Post interview discussion with manager<br>• Management validation |
| | Course Project | • Internship Operational Project |

**Instructional Techniques and Procedures**

Department meetings, training sessions, hands-on and real life situational exposure to the food & beverage industry.

**Instructional Use of Computer or Other Technology**

Excel Spreadsheets, Micros Food and Beverage Operations System (or similar system), and the ESC Service Management Software System (or similar system).

**Instructional Materials and Costs to Students = approx. $350**

**Skills and abilities students should bring to the course:**

| | | | | | |
|---|---|---|---|---|---|
| Able to read | ____  a limited amount of material<br>**x**  an average amount of material<br>____  an above average amount of material | | Able to compute | **x**  basic, pre-algebraic problems<br>____  simple algebraic problems<br>____  higher order mathematical problems | |
| Able to read | ____  relatively easy material<br>**x**  moderately difficult material<br>____  technical or sophisticated material | | Able to write | ____  short compositions<br>**x**  medium length compositions<br>____  lengthy compositions | |
| Able to use technology | **x**  keyboard skills/familiar with computer<br>**x**  computer application<br>**x**  web navigation | | Other necessary Abilities | ____<br>____<br>____ | |

**The course is usually scheduled:**

Day:  ☐ Fall   ☐ Winter   ☒ Spring      Evening:  ☐ Fall   ☐ Winter   ☒ Spring

**Prepared by:  David Hooper**                                         **Date 1/15/2016**

**Approved by Dept.** ___ _____          **Date** _____

**Approved by Dean** _____          **Date** _____

**Approved by Curr. Comm.** _____          **Date** _____

**(Last names, please)**                                         **Form Revised 12/4/00**

# COURSE SYLLABI
## CUL 245 Internship Level I

| COURSE CODE: | CUL 245 | INSTRUCTOR: | David L. Hooper, M.Ed., CEC |
|---|---|---|---|
| CREDIT HOURS: | 1 | CONTACT INFO. | hooperdavidl@jccmi.edu |
| CONTACT HOURS | 15 | SEMESTER/YEAR: | |
| TYPE OF COURSE: | Internship | MEETING DAYS AND TIME: | |
| OFFICE: | | OFFICE HOURS: | |
| OFFICE NO. | 517-990-1393 | CLASS LOCATION: | |

**Course Description:**

**Level I Internship:** a semi-structured and supervised internship, in which students will receive basic training and directed work experience, offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff. Students are required to complete a minimum of 60 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress. Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department. Students must have permission of the Department Head and attend an internship orientation meeting before registering for this course. Prerequisite(s): CUL 115, and CUL 121

**Course Objectives:**

- Student will participate in End of Period Food and Beverage Inventory
- Student will perform Cost of Goods Sold analysis
- Student will prepare and place food and beverage order
- Student will aid management in writing a weekly employee schedule
- Student will participate in food and beverage deliver

**Textbook (s)** *Hospitality Management Internship: A Student Workbook (Loose Leaf)*, Kimberly J. Harris. 2005 | ISBN 978-0131121843

**Center for Student Success:** Tutors (plus additional services for academic success) can be accessed by calling **796-8415** or by stopping by the Center for Student Success. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

**Course Outline:**

| Module # | Module Name | Topics |
|---|---|---|
| Module 1 | Food and Beverage Inventory | • Prepare inventory sheets with updated pricing for accurate inventory valuation<br>• Participate in inventory count |

| | | |
|---|---|---|
| | | • Complete the extensions and determine complete food inventory values |
| Module 2 | Food and Beverage Inventory continues... | • Prepare inventory sheets with updated pricing for accurate beverage inventory valuation<br>• Participate in inventory count, plus call the counts or record said counts<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
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| Module 7 | Participate in Food Order Delivery | • Use establishment method of check-in or use invoice method<br>• Compare the food delivered against food ordered.<br>• Opened some cases during check in. Discuss any quality or quantity issues. |
| Module 8 | Participate in the Interview Process | • Schedule an interview with applicant and manager<br>• Plan interview questions with manager<br>• Post interview discussion with manager<br>• Management validation |
| | Course Project | • Internship Operational Project |

**Method of Instruction:  Lecture Course**

**Course Evaluation:  Internship**

| Areas of Assessment for Final Grading | Value of Assessment for Final Grading | Assignments including testing and quizzes shall be evaluated based on the following scale: |
|---|---|---|
| | | |

| | | |
|---|---|---|
| Daily Evaluation | 40% | 90-100 = A |
| Written Report(s) | 15% | 80-89  = B |
| Internship Workbook | 15% | 70-79  = C |
| Capstone Project | 30% | 60-69  = D |
| | | Below 60 F |

**Grading Scale based on 4.0**

4.0=94-100
3.5=89-93
3.0=84-88
2.5=78-83
2.0=72-77
1.5=66-71
1.0=60-65
0.5=55-59
0.0=0-54

**Attendance Policy:**

1. Excessive absenteeism may result in course failure.  Therefore, students may be required to retake the course and pay the appropriate fees.
2. Because of the intensive nature of the Jackson College Culinary Arts/Hospitality Management programs, absences jeopardize a student's ability to complete successfully/his/her studies.  If, for some critical reason, a student finds it necessary to be absent, late, or leave early, it is the student's responsibility to notify the instructor and to make up all work missed.
3. Accumulated absenteeism in any one course will affect performance and grades.  Absenteeism can be accumulated through missing class entirely or by being tardy or leaving class early.

**Behavior:**

1. Be here every day and on time.  Valuable information will be missed when absent or tardy.
2. Come to class in the appropriate uniform and bring all necessary tools and books for that day.
3. Maintain cleanliness and orderliness in and outside the classroom.
4. Treat everyone with respect.  Disrespectful or rude behavior and offensive language will not be tolerated.
5. Work as a team.  Teamwork is essential for success at school and in the industry and is a sign of culinary professionalism.
6. Drugs and alcohol will not be tolerated.  If you come to class impaired in any way, you will be asked to leave.

7. You will not be called out of class to receive personal phone calls. The office can receive messages in the case of an emergency.

**Policy on Academic Honesty:** Follow the requirements in the Academic Honesty Document posted in JetNet: http://www.jccmi.edu/policies/Academics/Policies/1004.pdf

# Jackson College Curriculum Committee
# New Course Approval Form and Cover Sheet

Course Prefix  CUL            Number 345

Course Name  Internship Level II

For any new course to be added, <u>all</u> of the following must be completed and submitted to the appropriate department chair, then the academic dean and then the Curriculum Committee for approval. If the course has run as experimental, include appropriate documentation (including assessment results) associated with the running of that experimental course.  New course approval will not be granted unless all items below are satisfactorily completed.

**Note: This form is <u>not</u> for approving a course to be run as experimental. See Experimental Course Approval Form and Cover Sheet**

| Done? | Task |
|---|---|
| ☒ | Obtain initial authorization from appropriate academic dean. Please attach a brief statement of why the course is to be developed. |
| ☒ | Write a summary of resource impacts on the institution, including equipment and staffing needs. |
| ☒ | Consult with the registrar for assignment of a new course number. |
| ☒ | Complete the new course taxonomy form, available on the Academic Dean's web page |
| ☒ | Submit an assessment rubric for each ADO for which the course will assess outcomes. (Rubrics should also be submitted to the appropriate Dean.) |
| ☒ | Complete a course review packet, with attachments, including official course outline and syllabus.   (If this is to replace an existing course, you may provide evidence that the course has a recently completed course review on file.) |
| ☒ | If this is to replace an existing course, include a change of taxonomy form to inactivate the course being replaced. |

Initiator:  _____David L Hooper_____
                    Print


_____David L. Hooper_____        _____1/15/2016_____
          Signature / Date


Revised 10/15/2012

# NEW COURSE Taxonomy
## (Master Course File)*

*All fields must be completed*

Effective Date:  Winter 2017

**DISCIPLINE:**  CUL                    **NUMBER:**  345

**TITLE:**   Internship Level II

**TITLE ABBREVIATION (< 20 characters):**   INT. LEVEL II

 2  **Credit Hours**    (15 contact hrs = 1 cr hr)           **I**  **Credit Type I=Institutional C=Cont Ed**

 2   **Billing Credits (BCH)**    (15 contact hrs  = 1 BCH)  0  **Continuing Ed Units**

__ **Course Fee**                                                 30  **Instructor Load (1 BCH = 15 contact hrs)**

 N  **Pass or Fail Course (Y or N)**                         N/A  **Maximum Seating Capacity**

                                                                    N   **Instructor Permission Required (Y or N)**

**Repeatable?  May students take this course more than once <u>for credit</u>?**  _N___ **if yes, please explain:**

**Pre-Requisites Required:**  CUL 245

**Co-Requisites Required:**

**Does this replace a current course?**  N    **Which course?** _
**Does old course continue to fulfill all program requirements?**
**Should old course be made inactive?** __   **If yes, please attach Taxonomy Change Form.**
**COURSE DESCRIPTION:  (Be succinct)**

**Level II Internship**:  a second level semi-structured and supervised internship, in which students receive further training and directed work experience in selected positions consistent with their chosen career path.  The primary focus of Level II is to place emphasis on job competence and workplace performance.  Moreover, Level II Internship offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff.  Students are required to complete a minimum of 120 hours and complete a portfolio on the internship.  Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress.  Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department.  Students must have permission of the Department Head before registering for this course.
Prerequisite(s):  CUL 245

Revised 10/15/2012

**Action:**  _☐_ Remove from Catalog        _☒_ Add to Catalog        _☐_Revise Catalog

---
**Department Chair / Date**          **Academic Dean/ Date**          **Curriculum Committee Chair/Date**

—— —— ——  ———— ————————
**Registrar / Date**                                                          **ACS Code**

Revised 10/15/2012

# Summary Form
# TAXONOMY
### (Master Course File)*

*All fields must be completed*

Effective Date: 8/1/2016

__CUL__    **DISCIPLINE**        __345__    **NUMBER**

**TITLE:**    Internship Level II

**TITLE ABBREVIATION:**    __INT. LEVEL II__
**(20 characters)**

__2__    **Credit Hours**
        **(15 contact hrs = 1 cr hr)**            __i__    **Credit Type**
                            **I=Institutional  C=Cont Ed**

__2__    **Billing Credits (BCH)**
        **(15 contact hrs  = 1 BCH)**            __0__    **Continuing Ed Units**

        **Course Fee**                __30__    **Instructor Load (1 BCH = 15 contact hrs)**

__n__    **Pass or Fail Course (Y or N)**        __N/A__    **Maximum Seating Capacity**

                            __N__    **Instructor Permission Required (Y or N)**

**Number of  times course can be taken for credit (most courses are one time – see Registrar for options)**
**1**

**Pre-Requisites Required**        CUL 245

**Co-Requisites Required:**

**Special Program Requisites:**

**COURSE DESCRIPTION:**
**Level II Internship**:  a second level semi-structured and supervised internship, in which students receive
further training and directed work experience in selected positions consistent with their chosen career
path.  The primary focus of Level II is to place emphasis on job competence and workplace performance.
Moreover, Level II Internship offers students the opportunity to put learned theory to practice, while
working in a paid or unpaid culinary related internship environment, involving employer(s) and
departmental instructional staff.  Students are required to complete a minimum of 120 hours and complete
a portfolio on the internship.  Periodic conferences between the site supervisor and the JCC internship
coordinator(s) will be scheduled to monitor and evaluate student progress.  Students are responsible for
identifying their own internship site, or use the lists of potential internship sites available through the JCC
Culinary Arts/Hospitality Management Department.  Students must have permission of the Department
Head before registering for this course.
Prerequisite(s):  CUL 245

---

**Signature of Department Chair / Date      Signature of Academic Dean/ Date      Curriculum Committee Chair / Date**

| | |
|---|---|
| **Registrar / Date** | **ACS Code** |

Revised 04/20/10

# COURSE REVIEW REPORT

**Course:** _*NEW: CUL 345 Internship Level II_
**Faculty Member Completing Review:** __David Hooper__     **Date:** __1/15/2016_

*Please submit two complete printed copies, and an electronic copy, of the course review packet (this form and all attachments) to the Curriculum Committee for approval. Detailed instructions can be found at http://www.jccmi.edu/administration/deans/CourseProgramForms.htm.*

## Submit written responses to all of the following items:

### General Information
1. Has the course been taught in the last two years? N   Semester last taught   If it has not been taught in the past 2 years, explain why. New

2. Describe the target students for this course.  Is the course being scheduled at times/locations that best serve the target students?   Explain. Students pursuing the new Bachelor of Science: Hospitality Management Degree, as well as the new Hospitality Management Certificate.

3. Is at least one full-time faculty member involved in teaching this course? Y    If not, please explain.

### Documentation
1. Is the course description the same in the catalog, taxonomy summary, official course outline and syllabi? Y  (If necessary, attach a taxonomy change form to update the catalog description.)

2. Is the Official Course Outline current? Y  Update as needed and attach a copy.
   Attach an updated copy of the Taxonomy Summary form (incorporating any recent taxonomy changes).

3. Are the official course description and objectives consistent with what is taught by all faculty/all methods (full-time, part-time, face-to-face, online)? Y   If not, please explain. Discuss how that consistency was developed/is maintained.

4. Are prerequisites appropriate to the content and correctly listed in the catalog and syllabi?  Y  List the prerequisites:  CUL 115, CUL 121, and CUL 245

5. If this course is a prereq for another class, have the two departments/lead faculty coordinated? Y   List the course(s) for which this is a prereq:

6. When was the syllabus last updated?  01/2016   attached

### Discipline and Quality
1. What instructional methods are used (e.g. PowerPoint, group work, service learning, laboratory, etc.)? Discuss the effectiveness of these methods.  Are there methods you would like to use but cannot for any reason?  Explain. Student(s) will be provided a pre-approved structured

2. Are Associate Degree Outcomes explicitly stated in the syllabus and linked to course objectives? n

3. Attach a copy of the most recent assessment success data.  How have you revised the course based on the assessment data?   How have assessment data compared between face-to-face and online sections?  If disparate, what measures are being undertaken to address this?  NEW Class

### Currency
1. Describe process(es) used to monitor/maintain currency/changes for this course.  Attach supporting documentation as needed/appropriate.  Researched other 2 and 4-year hospitality management programs.

2. What is the copyright date of the textbook? 2006   If the book is more than 4 years old, include the rationale for its continued use.  Workbook (not textbook) covers the entire spectrum of the Food & Beverage Industry, allowing the student to fill in all sections that relate to his/her perspective internship/externship experience.

3. Is the course a component of a recent program review action plan? n   If yes, describe actions taken.

4. Is current technology appropriate/necessary to the course or field included in the content and/or methods? y  Are necessary equipment and aids current? y   Describe the technology used.  Computers and internet.

### Transferability
1. Are the course requirements and prerequisites consistent with requirements for comparable courses at other colleges? N  Explain  The focus of this class has been accommodating the JC Bachelor degree.

2. How does the course transfer?  (Provide course number when equivalent)

| Institution | Equivalent Course | General Credit | No Credit | Unknown |
|---|---|---|---|---|
| SAU | | | | x |
| SHU | | | | x |
| EMU | | | | x |
| MSU | | | | x |
| MSU | | | | x |
| WMU | | | | x |
| UM | | | | x |
| Other | | | | x |

**Explain any transfer problems.**

**For Occupational Courses Only**
1.  Is this a required course in an occupational program? y  Which program(s)?  BS Hospitality Management

2.  When was this course last discussed at an Advisory Committee meeting? _11/1/2015
    How do external partners have input into this course? An official advisory committee has not yet been established, but the lead faculty is outreaching to stakeholders for input about program developments.

3.  Have recent course/taxonomy changes been communicated to all programs that require this course? Y   Explain:  NEW – only required for a new BS Hospitality Management degree and Hospitality Management Certificate

**Attachments to include (print and electronic):**
_☒_ Current syllabus (at least 1 from each delivery method)
_☒_ Catalog course description
_☒_ Taxonomy Summary form, including any recent changes
_☒_ Official course outline
_☒_ Assessment Plan (electronic copy to Assessment committee if it has been updated or not submitted previously)
_☐_ Most recent assessment success data tables
_☒_ This completed form
_☐_ Other supporting documentation/answers to questions/explanations

For Committee Use:  COMMENTS
_____

_____
_____

Date reviewed _____ Satisfactory/Needs more information        Date approved _____

# JACKSON COLLEGE OFFICIAL COURSE OUTLINE

**Course number, title and credits; total time allocation**

Course Letter/Number  **CUL 345**    Credits  **2**    Title  **Internship Level II**

Lecture/Discussion _____ hrs/semester    Lab  **30**  hrs/semester    Clinical _____ hrs/semester

**Catalog Description and Pre- and Co-requisites (Same as taxonomy and catalog)**

**Level II Internship**:  a second level semi-structured and supervised internship, in which students receive further training and directed work experience in selected positions consistent with their chosen career path.  The primary focus of Level II is to place emphasis on job competence and workplace performance.  Moreover, Level II Internship offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff.  Students are required to complete a minimum of 120 hours and complete a portfolio on the internship.  Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress.  Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department.  Students must have permission of the Department Head before registering for this course.
Prerequisite(s):  CUL 245

**Knowledge, Skills and Abilities Students Acquire from this Course (Educational Objectives)**
- Participate in End of Period Food & Beverage Inventory
- Perform Cost of Goods Sold
- Prepare and place food & beverage order
- Write a weekly employee schedule for front-of-house (FOH) and back-of-house (BOH) employees
- Participate in food & beverage delivery

**Associate Degree Outcomes Addressed in this Course (These must appear in course syllabus.)**
Critical Thinking – 7

**Units/topics of Instruction**

| Module # | Module Name | Topics |
|---|---|---|
| Module 1 | Food & Beverage Inventory | • Prepare inventory sheets with updated pricing for accurate inventory valuation.<br>• Participate in inventory count<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
| Module 2 | Food & Beverage Inventory continue… | • Prepare inventory sheets with updated pricing for accurate beverage inventory valuation<br>• Participate in inventory count, plus call the counts or record said counts<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
| Module 3 | Participate in Invoice Logging of Food & Beverage | • Input or record invoice purchases<br>• Total purchases for one month/period and management validation |
| Module 4 | Place Food and/or Beverage Order | • Calculate COGS for a single period with Management |
| Module 5 | Calculates of Food and/or Beverage | • Management validation |
| Module 6 | Write Weekly Employee Schedule | • Estimated in –times AND out-times on schedule<br>• Cost out the schedule you wrote using actual pay rates of employees (**Must keep confidential**)<br>• Compare this to the labor budget |

| Module 7 | Participate in Food Order Delivery | • Use establishment method of check-in or use invoice method<br>• Compare the food delivered against food ordered.<br>• Opened some cases during check in. Discuss any quality or quantity issues. |
|---|---|---|
| Module 8 | Participate in the Interview Process | • Schedule an interview with applicant and manager<br>• Plan interview questions with manager<br>• Post interview discussion with manager<br>• Management validation |
| | Course Project | • Internship Operational Project |

**Instructional Techniques and Procedures**
Department meetings, training sessions, hands-on and real life situational exposure to the food & beverage industry.

**Instructional Use of Computer or Other Technology**
Excel Spreadsheets, Micros Food and Beverage Operations System (or similar system), and the ESC Service Management Software System (or similar system).

**Instructional Materials and Costs to Students**

**Skills and abilities students should bring to the course:**

| | | | | | |
|---|---|---|---|---|---|
| Able to read | ___<br>**x**<br>___ | a limited amount of material<br>an average amount of material<br>an above average amount of material | Able to compute | **x**<br>___<br>___ | basic, pre-algebraic problems<br>simple algebraic problems<br>higher order mathematical problems |
| Able to read | ___<br>**X**<br>___ | relatively easy material<br>moderately difficult material<br>technical or sophisticated material | Able to write | ___<br>**x**<br>___ | short compositions<br>medium length compositions<br>lengthy compositions |
| Able to use technology | **x**<br>**x**<br>**x** | keyboard skills/familiar with computer<br>computer application<br>web navigation | Other necessary Abilities | ___<br>___<br>___ | |

**The course is usually scheduled:**

Day: ☐ Fall  ☐ Winter  ☒ Spring       Evening: ☐ Fall  ☐ Winter  ☒ Spring

**Prepared by:  David Hooper**                              **Date 1/15/2016**

**Approved by Dept.** ___ _____        **Date** _____

**Approved by Dean** _____        **Date** _____

**Approved by Curr. Comm.** _____        **Date** _____

**(Last names, please)**                              **Form Revised 12/4/00**

# COURSE SYLLABI
## CUL 345 Internship Level II

| COURSE CODE: | CUL 345 | INSTRUCTOR: | David L. Hooper, M.Ed., CEC |
|---|---|---|---|
| CREDIT HOURS: | 2 | CONTACT INFO. | hooperdavidl@jccmi.edu |
| CONTACT HOURS | 30 | SEMESTER/YEAR: | |
| TYPE OF COURSE: | Internship | MEETING DAYS AND TIME: | |
| OFFICE: | | OFFICE HOURS: | |
| OFFICE NO. | 517-990-1393 | CLASS LOCATION: | |

**Course Description:**

**Level II Internship**: a second level semi-structured and supervised internship, in which students receive further training and directed work experience in selected positions consistent with their chosen career path. The primary focus of Level II is to place emphasis on job competence and workplace performance. Moreover, Level II Internship offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff. Students are required to complete a minimum of 120 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress. Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department. Students must have permission of the Department Head before registering for this course.

Prerequisite(s): CUL 245

**Course Objectives:**

- Student will participate in End of Period Food and Beverage Inventory
- Student will perform Cost of Goods Sold analysis
- Student will prepare and place food and beverage order
- Student will aid management in writing a weekly employee schedule
- Student will participate in food and beverage deliver

**Textbook (s)** *Hospitality Management Internship: A Student Workbook (Loose Leaf)*, Kimberly J. Harris. 2005 | ISBN 978-0131121843

**Center for Student Success:** Tutors (plus additional services for academic success) can be accessed by calling **796-8415** or by stopping by the Center for Student Success. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

**Course Outline:**

| Module # | Module Name | Topics |
|---|---|---|
| Module 1 | Food and Beverage Inventory | <ul><li>Prepare inventory sheets with updated pricing for accurate inventory valuation</li><li>Participate in inventory count</li></ul> |

| | | |
|---|---|---|
| | | • Complete the extensions and determine complete food inventory values |
| Module 2 | Food and Beverage Inventory continues... | • Prepare inventory sheets with updated pricing for accurate beverage inventory valuation<br>• Participate in inventory count, plus call the counts or record said counts<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
| Module 3 | Participate in Invoice Logging of Food and Beverage | • Input or record invoice purchases<br>• Total purchases for one month/period and management validation |
| Module 4 | Place Food and/or Beverage Order | • Calculate COGS for a single period with Management |
| Module 5 | Calculates of Food and/or Beverage | • Management validation |
| Module 6 | Write Weekly Employee Schedule | • Estimated in –times AND out-times on schedule<br>• Cost out the schedule you wrote using actual pay rates of employees (**Must keep confidential**)<br>• Compare this to the labor budget |
| Module 7 | Participate in Food Order Delivery | • Use establishment method of check-in or use invoice method<br>• Compare the food delivered against food ordered.<br>• Opened some cases during check in. Discuss any quality or quantity issues. |
| Module 8 | Participate in the Interview Process | • Schedule an interview with applicant and manager<br>• Plan interview questions with manager<br>• Post interview discussion with manager<br>• Management validation |
| | Course Project | • Internship Operational Project |

**Method of Instruction:  Lecture Course**

**Course Evaluation:  Lecture**

| Areas of Assessment for Final Grading | Value of Assessment for Final Grading | Assignments including testing and quizzes shall be evaluated based on the following scale: |
|---|---|---|
| | | |

| | | |
|---|---|---|
| Daily Evaluation | 40% | 90-100 = A |
| Written Report(s) | 15% | 80-89  = B |
| Internship Workbook | 15% | 70-79  = C |
| Capstone Project | 30% | 60-69  = D |
| | | Below 60 F |

**Grading Scale based on 4.0**

    4.0=94-100
    3.5=89-93
    3.0=84-88
    2.5=78-83
    2.0=72-77
    1.5=66-71
    1.0=60-65
    0.5=55-59
    0.0=0-54

**Attendance Policy:**

1. Excessive absenteeism may result in course failure.  Therefore, students may be required to retake the course and pay the appropriate fees.
2. Because of the intensive nature of the Jackson College Culinary Arts/Hospitality Management programs, absences jeopardize a student's ability to complete successfully/his/her studies.  If, for some critical reason, a student finds it necessary to be absent, late, or leave early, it is the student's responsibility to notify the instructor and to make up all work missed.
3. Accumulated absenteeism in any one course will affect performance and grades.  Absenteeism can be accumulated through missing class entirely or by being tardy or leaving class early.

**Behavior:**

1. Be here every day and on time.  Valuable information will be missed when absent or tardy.
2. Come to class in the appropriate uniform and bring all necessary tools and books for that day.
3. Maintain cleanliness and orderliness in and outside the classroom.
4. Treat everyone with respect.  Disrespectful or rude behavior and offensive language will not be tolerated.
5. Work as a team.  Teamwork is essential for success at school and in the industry and is a sign of culinary professionalism.
6. Drugs and alcohol will not be tolerated.  If you come to class impaired in any way, you will be asked to leave.

7. You will not be called out of class to receive personal phone calls. The office can receive messages in the case of an emergency.

**Policy on Academic Honesty:** Follow the requirements in the Academic Honesty Document posted in JetNet:  http://www.jccmi.edu/policies/Academics/Policies/1004.pdf

# Jackson College Curriculum Committee
# New Course Approval Form and Cover Sheet

Course Prefix  CUL            Number 445

Course Name  Internship Level III

For any new course to be added, <u>all</u> of the following must be completed and submitted to the appropriate department chair, then the academic dean and then the Curriculum Committee for approval. If the course has run as experimental, include appropriate documentation (including assessment results) associated with the running of that experimental course.  New course approval will not be granted unless all items below are satisfactorily completed.

**Note: This form is <u>not</u> for approving a course to be run as experimental. See Experimental Course Approval Form and Cover Sheet**

| Done? | Task |
|---|---|
| ☒ | Obtain initial authorization from appropriate academic dean. Please attach a brief statement of why the course is to be developed. |
| ☒ | Write a summary of resource impacts on the institution, including equipment and staffing needs. |
| ☒ | Consult with the registrar for assignment of a new course number. |
| ☒ | Complete the new course taxonomy form, available on the Academic Dean's web page |
| ☒ | Submit an assessment rubric for each ADO for which the course will assess outcomes. (Rubrics should also be submitted to the appropriate Dean.) |
| ☒ | Complete a course review packet, with attachments, including official course outline and syllabus.   (If this is to replace an existing course, you may provide evidence that the course has a recently completed course review on file.) |
| ☒ | If this is to replace an existing course, include a change of taxonomy form to inactivate the course being replaced. |

Initiator:            David L Hooper
                              Print


        _David L. Hooper_              1/15/2016
              Signature / Date

Revised 10/15/2012

# NEW COURSE Taxonomy
## (Master Course File)*

*All fields must be completed*

Effective Date:  Winter
2017

**DISCIPLINE:**  CUL                              **NUMBER:**  445

**TITLE:**    Internship Level III

 **TITLE ABBREVIATION (< 20 characters):**    INT. LEVEL III


 3  **Credit Hours**    (15 contact hrs = 1 cr hr)       **I**  **Credit Type I=Institutional C=Cont Ed**


 3   **Billing Credits (BCH)**    (15 contact hrs  = 1 BCH)  0  **Continuing Ed Units**


   **Course Fee**                                             45   **Instructor Load (1 BCH = 15 contact hrs)**


 N  **Pass or Fail Course (Y or N)**                    N/A   **Maximum Seating Capacity**


                                                             N   **Instructor Permission Required (Y or N)**


**Repeatable?  May students take this course more than once for credit?**  _N___  **If yes, please explain:**


**Pre-Requisites Required:**  CUL 345

**Co-Requisites Required:**

**Does this replace a current course?**  N    **Which course?**

**Does old course continue to fulfill all program requirements?**

**Should old course be made inactive?** ___   **If yes, please attach Taxonomy Change Form.**

**COURSE DESCRIPTION:  (Be succinct)**

**Level III Internship**:  a senior structured internship designed to provide management training and career direction in helping students articulate from academia into a management or staff position of their chosen field. Likewise, Level III Internship offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff.  Students are required to complete a minimum of 180 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress.  Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department.  Students must have permission of the Department Head before registering for this course. Prerequisite(s):  CUL 345


Revised 10/15/2012

**Action:** _☐_ Remove from Catalog     _☒_ Add to Catalog     _☐_Revise Catalog

| | | |
|---|---|---|
| **Department Chair / Date** | **Academic Dean/ Date** | **Curriculum Committee Chair/Date** |

—— —— ——  ———— —————
**Registrar / Date**                                          **ACS Code**

# Summary Form
# TAXONOMY
### (Master Course File)*

*All fields must be completed*

Effective Date: 8/1/2016

CUL     **DISCIPLINE**        445     **NUMBER**

**TITLE:**   Internship Level III

**TITLE ABBREVIATION:**    INT. LEVEL III
**(20 characters)**

| | | |
|---|---|---|
| **Credit Hours** | | **Credit Type** |
| 3   **(15 contact hrs = 1 cr hr)** | i | **I=Institutional  C=Cont Ed** |
| **Billing Credits (BCH)** | | |
| 3   **(15 contact hrs  = 1 BCH)** | 0 | **Continuing Ed Units** |
| **Course Fee** | 45 | **Instructor Load (1 BCH = 15 contact hrs)** |
| n   **Pass or Fail Course (Y or N)** | N/A | **Maximum Seating Capacity** |
| | N | **Instructor Permission Required (Y or N)** |

**Number of times course can be taken for credit (most courses are one time – see Registrar for options)**
**1**

**Pre-Requisites Required**     CUL 345

**Co-Requisites Required:**

**Special Program Requisites:**

**COURSE DESCRIPTION:**
**Level III Internship**: a senior structured internship designed to provide management training and career direction in helping students articulate from academia into a management or staff position of their chosen field.  Likewise, Level III Internship offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff.  Students are required to complete a minimum of 180 hours and complete a portfolio on the internship.  Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress.  Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department.  Students must have permission of the Department Head before registering for this course.
Prerequisite(s):  CUL 345

---

**Signature of Department Chair / Date**     **Signature of Academic Dean/ Date**     **Curriculum Committee Chair / Date**

| | |
|---|---|
| **Registrar / Date** | **ACS Code** |

Revised 04/20/10

# COURSE REVIEW REPORT

**Course:** _ *NEW: CUL 445 Internship Level III_
**Faculty Member Completing Review:** __David Hooper__    **Date:** __1/15/2016__

*Please submit two complete printed copies, and an electronic copy, of the course review packet (this form and all attachments) to the Curriculum Committee for approval. Detailed instructions can be found at http://www.jccmi.edu/administration/deans/CourseProgramForms.htm.*

## Submit written responses to all of the following items:

### General Information
1. Has the course been taught in the last two years? N   Semester last taught   If it has not been taught in the past 2 years, explain why. New

2. Describe the target students for this course.  Is the course being scheduled at times/locations that best serve the target students?   Explain. Students pursuing the new Bachelor of Science: Hospitality Management Degree, as well as the new Hospitality Management Certificate.

3. Is at least one full-time faculty member involved in teaching this course? Y    If not, please explain.

### Documentation
1. Is the course description the same in the catalog, taxonomy summary, official course outline and syllabi? Y  (If necessary, attach a taxonomy change form to update the catalog description.)

2. Is the Official Course Outline current? Y  Update as needed and attach a copy.
   Attach an updated copy of the Taxonomy Summary form (incorporating any recent taxonomy changes).

3. Are the official course description and objectives consistent with what is taught by all faculty/all methods (full-time, part-time, face-to-face, online)? y   If not, please explain. Discuss how that consistency was developed/is maintained.

4. Are prerequisites appropriate to the content and correctly listed in the catalog and syllabi?  Y
   List the prerequisites:  CUL 345

5. If this course is a prereq for another class, have the two departments/lead faculty coordinated?  Y   List the course(s) for which this is a prereq: HTM 455

6. When was the syllabus last updated?  01/2016   attached

### Discipline and Quality
1. What instructional methods are used (e.g. PowerPoint, group work, service learning, laboratory, etc.)? Discuss the effectiveness of these methods.  Are there methods you would like to use but cannot for any reason?  Explain. Student(s) will be provided a pre-approved structured

2. Are Associate Degree Outcomes explicitly stated in the syllabus and linked to course objectives? n

3. Attach a copy of the most recent assessment success data.  How have you revised the course based on the assessment data?   How have assessment data compared between face-to-face and online sections?  If disparate, what measures are being undertaken to address this?  NEW Class

## Currency

1. Describe process(es) used to monitor/maintain currency/changes for this course.  Attach supporting documentation as needed/appropriate.  Researched other 2 and 4-year hospitality management programs.

2. What is the copyright date of the textbook? 2006   If the book is more than 4 years old, include the rationale for its continued use.  Workbook (not textbook) covers the entire spectrum of Food & Beverage Industry, allowing student to fill in all sections that relate to his/her perspective internship/externship experience.

3. Is the course a component of a recent program review action plan? N   If yes, describe actions taken.

4. Is current technology appropriate/necessary to the course or field included in the content and/or methods? Y   Are necessary equipment and aids current? Y   Describe the technology used.  Computers and internet.

## Transferability

1. Are the course requirements and prerequisites consistent with requirements for comparable courses at other colleges? N  Explain The focus of this class has been accommodating the JC Bachelor degree.

2. How does the course transfer?  (Provide course number when equivalent)

| Institution | Equivalent Course | General Credit | No Credit | Unknown |
|---|---|---|---|---|
| SAU | | | | x |
| SHU | | | | x |
| EMU | | | | x |
| MSU | | | | x |
| MSU | | | | x |
| WMU | | | | x |
| UM | | | | x |
| Other | | | | x |

**Explain any transfer problems.**

**For Occupational Courses Only**
1.  Is this a required course in an occupational program? y  Which program(s)?  <span style="color:red">BS Hospitality Management</span>

2.  When was this course last discussed at an Advisory Committee meeting? _<span style="color:red">11/1/2015</span>
    How do external partners have input into this course? <span style="color:red">An official advisory committee has not yet been established, but the lead faculty is outreaching to stakeholders for input about program developments.</span>

3.  Have recent course/taxonomy changes been communicated to all programs that require this course? <span style="color:red">Y</span>   Explain:  <span style="color:red">NEW – only required for a new BS Hospitality Management degree and Hospitality Management Certificate</span>

**Attachments to include (print and electronic):**
_☒_ Current syllabus (at least 1 from each delivery method)
_☒_ Catalog course description
_☒_ Taxonomy Summary form, including any recent changes
_☒_ Official course outline
_☒_ Assessment Plan (electronic copy to Assessment committee if it has been updated or not submitted previously)
_☐_ Most recent assessment success data tables
_☒_ This completed form
_☐_ Other supporting documentation/answers to questions/explanations

For Committee Use:  COMMENTS
_____

_____
_____

Date reviewed _____ Satisfactory/Needs more information        Date approved
_____

# JACKSON COLLEGE OFFICIAL COURSE OUTLINE

**Course number, title and credits; total time allocation**

Course Letter/Number **CUL 445** Credits **3** Title **Internship Level III**

Lecture/Discussion _____ hrs/semester Lab **45** hrs/semester Clinical _____ hrs/semester

**Catalog Description and Pre- and Co-requisites (Same as taxonomy and catalog)**

**Level III Internship**: a senior structured internship designed to provide management training and career direction in helping students articulate from academia into a management or staff position of their chosen field. Likewise, Level III Internship offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff. Students are required to complete a minimum of 180 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress. Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department. Students must have permission of the Department Head before registering for this course.
Prerequisite(s): CUL 345

**Knowledge, Skills and Abilities Students Acquire from this Course (Educational Objectives)**
- Participate in End of Period Food & Beverage Inventory
- Perform Cost of Goods Sold
- Prepare and place food & beverage order
- Write a weekly employee schedule for front-of-house (FOH) and back-of-house (BOH) employees
- Participate in food & beverage delivery

**Associate Degree Outcomes Addressed in this Course (These must appear in course syllabus.)**
Critical Thinking – 7

**Units/topics of Instruction**

| Module # | Module Name | Topics |
|---|---|---|
| Module 1 | Food & Beverage Inventory | • Prepare inventory sheets with updated pricing for accurate inventory valuation.<br>• Participate in inventory count<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
| Module 2 | Food & Beverage Inventory continue… | • Prepare inventory sheets with updated pricing for accurate beverage inventory valuation<br>• Participate in inventory count, plus call the counts or record said counts<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
| Module 3 | Participate in Invoice Logging of Food & Beverage | • Input or record invoice purchases<br>• Total purchases for one month/period and management validation |
| Module 4 | Place Food and/or Beverage Order | • Calculate COGS for a single period with Management |
| Module 5 | Calculates Food and/or Beverage | • Management validation |
| Module 6 | Write Weekly Employee Schedule | • Estimated in –times AND out-times on schedule<br>• Cost out the schedule you wrote using actual pay rates of employees (**Must keep confidential**)<br>• Compare this to the labor budget |

| Module 7 | Participate in Food Order Delivery | • Use establishment method of check-in or use invoice method<br>• Compare the food delivered against food ordered.<br>• Opened some cases during check in. Discuss any quality or quantity issues. |
|---|---|---|
| Module 8 | Participate in the Interview Process | • Schedule an interview with applicant and manager<br>• Plan interview questions with manager<br>• Post interview discussion with manager<br>• Management validation |
| | Course Project | • Internship Operational Project |

## Instructional Techniques and Procedures
Department meetings, training sessions, hands-on and real life situational exposure to the food & beverage industry.

## Instructional Use of Computer or Other Technology
Excel Spreadsheets, Micros Food and Beverage Operations System (or similar system), and the ESC Service Management Software System (or similar system).

## Instructional Materials and Costs to Students

## Skills and abilities students should bring to the course:

| Able to read | ____ a limited amount of material<br>__x__ an average amount of material<br>____ an above average amount of material | Able to compute | __x__ basic, pre-algebraic problems<br>____ simple algebraic problems<br>____ higher order mathematical problems |
|---|---|---|---|
| Able to read | ____ relatively easy material<br>__X__ moderately difficult material<br>____ technical or sophisticated material | Able to write | ____ short compositions<br>__x__ medium length compositions<br>____ lengthy compositions |
| Able to use technology | __x__ keyboard skills/familiar with computer<br>__x__ computer application<br>__x__ web navigation | Other necessary Abilities | ____<br>____<br>____ |

## The course is usually scheduled:

Day: ☐ Fall  ☐ Winter  ☒ Spring      Evening: ☐ Fall  ☐ Winter  ☒ Spring

**Prepared by: David Hooper**                                    **Date 1/15/2016**

**Approved by Dept.** ___ _____      **Date** _____

**Approved by Dean** _____      **Date** _____

**Approved by Curr. Comm.** _____      **Date** _____

<center>(Last names, please)                                    Form Revised 12/4/00</center>

# New Program Approval Request

This form is required to create a new program (i.e. adding a new completion level to an existing program, forming a new program after terminating a previous one, etc.).

**Initiated by:**   David Hooper    **Effective Date:**  1/9/2017

**Program Title:**  Culinary Arts & Hospitality Management

  ☒ Bachelor of Science       ☐ Certificate         ☐ Concentration        ☐ Skill Set

**Total credit hours:**  132    **Projected enrollment:** 30

## Please provide the following information:

1.  Describe the rationale for adding the program to the college curriculum.  How would the program help fulfill the mission and goals of the College?  As early as 1989, food service companies, such as Continental Food Service, have emerged on the culinary scene.  The genesis of Continental and their partners (Canteen, Compass Group, Chartwells, Morrison, and others) has changed the culinary and hospitality world – demanding more qualified chefs and culinarians who are equally skilled in food and foodservice management.  To be a leader in this increasingly complex and ever-changing foodservice industry, the skilled culinarian, must learn to be an astute businessperson, and a creative trendsetter.  Notwithstanding, these new demands have increased the need for culinarians who have training beyond the associates degree.  As such, this aligns with JC's mission to aid students in their educational goals.

2.  Describe how the program would compare to similar programs at other colleges.  Other 2-year and 4-year schools were consulted, compared and evaluated.   Until recently, only 4-years universities offered degrees beyond the associates in foodservice (more specifically, hospitality management and/or food science or culinary nutrition.)  As an answer to the emerging changes in the industry and the need for the "culinary trained" person, 2-year culinary programs have added a 4-year culinary management or hospitality management program to their list of offers.  With a focus on culinary and hospitality, JC would have the potential to meet the need of its current student base.

3.  Explain any resource impact (instructional space, faculty (part/full), equipment, etc.) that will occur due to the addition of this program (be specific):   Stipend for curriculum development for new program, potentially one full-time faculty and more adjuncts.

4.  **Attach** the proposed curriculum.  Show general education course requirements, related courses, program-specific core courses, required electives, optional/suggested electives (using college catalog format).  Include a semester-by-semester sample schedule for a full-time student Pathway Mapping is included – see attachment.

5.  **Attach** the market research/workforce opportunities/salary projection/placement opportunity information for inclusion in the catalog.

6.  Does the program include a new course(s)?   Yes   If yes, when will it(they) first be offered? WN 2017   *The new course approval process must be completed for each new course and submitted before, or along with, with this proposal.*  Has Curriculum Committee approved the new course(s)?   Pending, with this proposal

7.  Will this program impact other programs or departments in the college? Yes  If yes, have appropriate program coordinators and/or chairs been consulted with regarding the program? Yes  Explain the impact(s) and how it will be addressed.  Additional demand for some Business, Technology and General Education courses.

8.  Will this program have an advisory committee? Yes   If yes, has it met (and when)? Yes  11/1/2015   List the names and positions of the committee members.  Briefly describe the

Approved 10/2012

discussions where the advisory committee approved the program proposal. **David Hooper, Culinary Arts/Hospitality Management Program Coordinator, Jeremy Frew, Dean of Occupational Education, Michael Masters, Dean of JC @ LISD TECH, Barbara Van Syckle, Professor – Business, Dianne Hill: Business Department Chair, Nathan Venske, Assistant Dean of Student Service, Diane Newell, JC Adjunct Culinary Arts Instructor, Kyle Mitchell, JC Adjunct Culinary Arts Instructor/Ingham County Foodservice Health Inspector, John Helmbreck, JISD Culinary Arts Instructor, Jake Graf, LISD TECH Culinary Arts Instructor, and Krissy Kerwin, Local Chef**

_____

Initiator                              Date          Department Chair                    Date


_____

Supervising Dean                      Date


Curriculum Committee Evaluation:                         ____
____ Approved   ____ Rejected _____ Modified       Curriculum Comm. Chair            Date
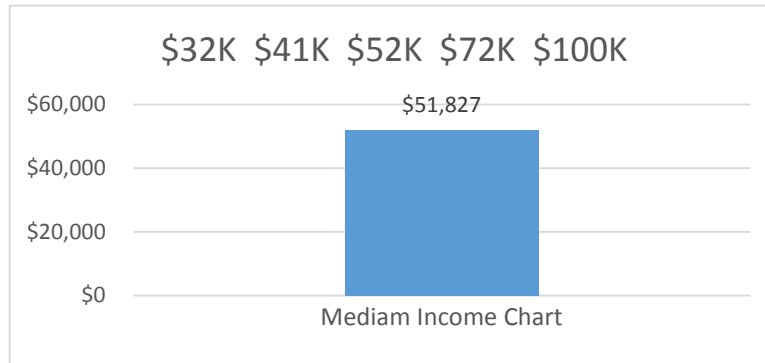
According to the U.S. Bureau of Labor Statistics sample data jobs in lodging management, sales management and meeting/convention planning are as follow:

| Job | Median Pay | Job Growth through 2022 |
|---|---|---|
| Lodging manager | $46,810 per year | 1% (700 more jobs) |
| Sales manager | $105,260 per year | 8% (29,800 more jobs) |
| Meeting/convention planner | $45,810 per year | 33% (31,300 more jobs) |

## General Manager, Hotel Salary

United States

The average salary for a General Manager, Hotel is $51,827 per year.
$32,263 - $99,838

| | |
|---|---|
| | $32K |
| | $41K |
| | $52K |
| | $72K |
| | $100K |
| Median | $51,827 |
| | 10% |
| | 25% |
| | 50% |
| | 75% |
| | 90% |

$32K $41K $52K $72K $100K

$51,827

Mediam Income Chart

# Occupation Overview

EMSI Q1 2016 Data Set

April 2016

**Jackson College**

2111 Emmons Road
Jackson, Michigan 49201

# Parameters

## Occupations

| Code | Description |
|------|-------------|
| 11-9051 | Food Service Managers |
| 35-1011 | Chefs and Head Cooks |
| 35-1012 | First-Line Supervisors of Food Preparation and Serving Workers |
| 35-2012 | Cooks, Institution and Cafeteria |
| 35-2021 | Food Preparation Workers |

## Regions

| Code | Description |
|------|-------------|
| 0 | United States |

## Timeframe

2001 - 2015

## Datarun

2016.1 – Employees

# 5 Occupations in United States

## Occupation Summary for 5 Occupations

| | | |
|---|---|---|
| **2,550,955** | **+23.6%** | **$13.40/hr** |
| Jobs (2015) | % Change (2001-2015) | Median Hourly Earnings |

# Growth
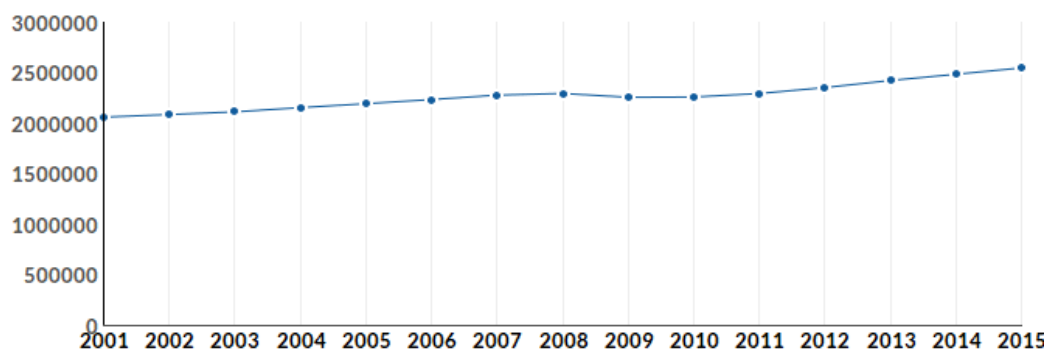
| 2,063,589 | 2,550,955 | 487,366 | 23.6% |
|:---:|:---:|:---:|:---:|
| 2001 Jobs | 2015 Jobs | Change (2001-2015) | % Change (2001-2015) |



| Occupation | 2001 Jobs | 2015 Jobs | Change | % Change |
|---|---|---|---|---|
| Food Service Managers (11-9051) | 163,116 | 204,123 | 41,007 | 25% |
| Chefs and Head Cooks (35-1011) | 100,428 | 122,331 | 21,903 | 22% |
| First-Line Supervisors of Food Preparation and Serving Workers (35-1012) | 681,409 | 903,638 | 222,229 | 33% |
| Cooks, Institution and Cafeteria (35-2012) | 364,828 | 430,176 | 65,348 | 18% |
| Food Preparation Workers (35-2021) | 753,808 | 890,687 | 136,879 | 18% |

# Percentile Earnings

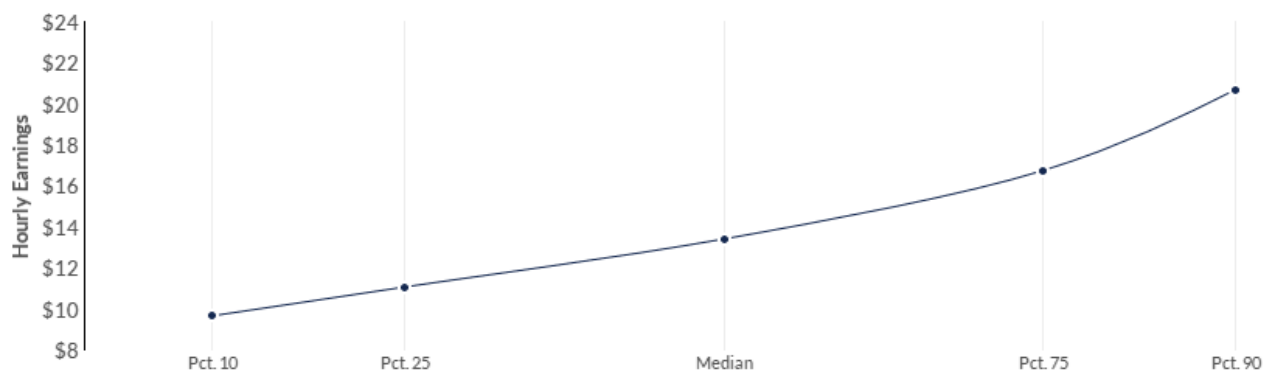| $11.05/hr | $13.40/hr | $16.74/hr |
|---|---|---|
| 25th Percentile Earnings | Median Earnings | 75th Percentile Earnings |



| Occupation | 25th Percentile Earnings | Median Earnings | 75th Percentile Earnings |
|---|---|---|---|
| Food Service Managers (11-9051) | $18.90 | $23.75 | $30.24 |
| Chefs and Head Cooks (35-1011) | $15.60 | $20.35 | $26.85 |
| First-Line Supervisors of Food Preparation and Serving Workers (35-1012) | $11.40 | $14.49 | $18.82 |
| Cooks, Institution and Cafeteria (35-2012) | $9.98 | $11.67 | $13.84 |
| Food Preparation Workers (35-2021) | $8.82 | $9.84 | $11.61 |

# Regional Trends
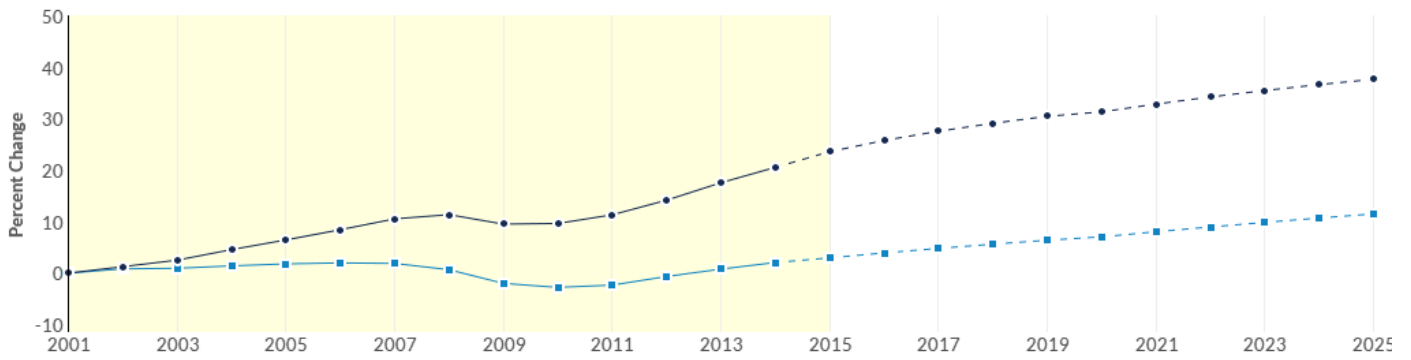


| Region | | 2001 Jobs | 2015 Jobs | Change | % Change |
|---|---|---|---|---|---|
| ● | Region | 2,063,589 | 2,550,955 | 487,366 | 23.6% |
| ■ | State | 107,903 | 111,103 | 3,200 | 3.0% |

# Regional Breakdown
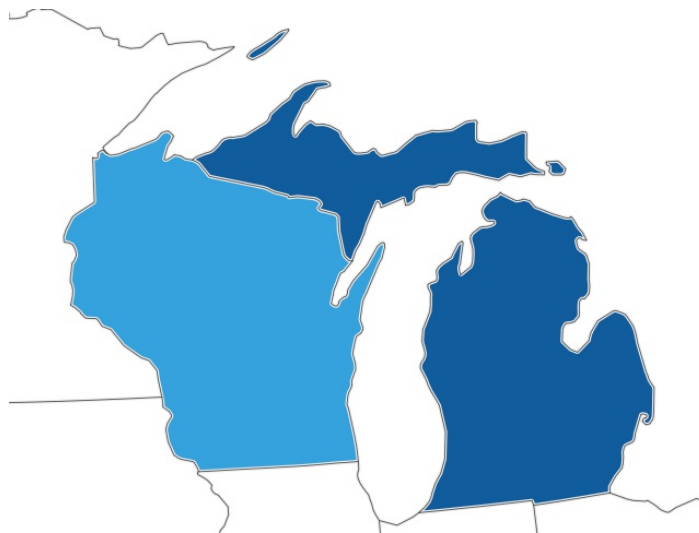


| State | 2015 Jobs |
|---|---|
| Michigan | 69,923 |
| Wisconsin | 41,180 |

# Job Postings Summary

| 194,336 | 5 : 1 |
|---|---|
| Unique Postings (Mar 2016) | Posting Intensity (Mar 2016) |
| 1,033,890 Total Postings | Regional Average: 7 : 1 |

There were 1,033,890 total job postings for *5 Occupations* in March 2016, of which 194,336 were unique. These numbers give us a Posting Intensity of 5-to-1, meaning that for every 5 postings there is 1 unique job posting.

This is lower than the Posting Intensity for all other occupations and companies in the region (7-to-1), indicating that companies may not be trying as hard to hire this position.
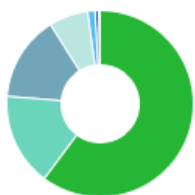
# Occupation Gender Breakdown

| Gender | 2015 Jobs | 2015 Percent | |
|---|---|---|---|
| Males | 1,190,142 | 46.7% | |
| Females | 1,360,813 | 53.3% | |

# Occupation Age Breakdown

| | Age | 2015 Jobs | 2015 Percent | |
|---|---|---|---|---|
| 🟢 | 14-18 | 125,229 | 4.9% | ▪ |
| 🟢 | 19-24 | 485,665 | 19.0% | ▬ |
| 🔵 | 25-34 | 624,948 | 24.5% | ▬▬ |
| 🟢 | 35-44 | 483,695 | 19.0% | ▬ |
| 🔵 | 45-54 | 461,971 | 18.1% | ▬ |
| 🔵 | 55-64 | 264,066 | 10.4% | ▪ |
| 🔵 | 65+ | 105,381 | 4.1% | ▪ |

# Occupation Race/Ethnicity Breakdown

| | Race/Ethnicity | 2015 Jobs | 2015 Percent | |
|---|---|---|---|---|
| 🟢 | White | 1,535,224 | 60.2% | ▬▬▬▬ |
| 🟢 | Hispanic or Latino | 410,276 | 16.1% | ▬ |
| 🔵 | Black or African American | 377,351 | 14.8% | ▬ |
| 🔵 | Asian | 172,680 | 6.8% | ▪ |
| 🔵 | Two or More Races | 32,784 | 1.3% | ❘ |
| 🔵 | American Indian or Alaska Native | 16,016 | 0.6% | ❘ |
| 🔵 | Native Hawaiian or Other Pacific Islander | 6,624 | 0.3% | ❘ |

## Occupational Programs

| 13 | 48,074 | 128,150 |
|---|---|---|
| Programs (2014) | Completions (2014) | Openings (2014) |

| CIP Code | Program | Completions (2014) |
|---|---|---|
| 12.0503 | Culinary Arts/Chef Training | 20,250 |
| 52.0901 | Hospitality Administration/Management, General | 12,017 |
| 12.0500 | Cooking and Related Culinary Arts, General | 3,427 |
| 52.0904 | Hotel/Motel Administration/Management | 3,332 |
| 12.0504 | Restaurant, Culinary, and Catering Management/Manager | 2,785 |

## Industries Employing 5 Occupations

| Industry | Occupation Group Jobs in Industry (2015) | % of Occupation Group in Industry (2015) | % of Total Jobs in Industry (2015) |
|---|---|---|---|
| Limited-Service Restaurants | 630,922 | 24.7% | 15.4% |
| Full-Service Restaurants | 574,679 | 22.5% | 11.1% |
| Elementary and Secondary Schools (Local Government) | 187,549 | 7.4% | 2.7% |
| Supermarkets and Other Grocery (except Convenience) Stores | 161,717 | 6.3% | 6.5% |
| Food Service Contractors | 123,262 | 4.8% | 26.7% |

# Appendix A - Data Sources and Calculations

## Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

## Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

## State Data Sources

This report uses state data from the following agencies: Michigan Department of Labor and Economic Growth, Bureau of Labor Market Information and Strategic Initiatives; Wisconsin Department of Workforce Development, Bureau of Workforce Information

# Occupation Table

5 Occupations in United States

EMSI Q1 2016 Data Set

April 2016

## Jackson College

2111 Emmons Road
Jackson, Michigan 49201

# Parameters

## Regions

| Code | Description |
|------|-------------|
| 0 | United States |

## Timeframe

2001 - 2015

## Datarun

2016.1 – Employees

| SOC | Description | 2001 Jobs | 2015 Jobs | 2001 - 2015 Change |
|-----|-------------|-----------|-----------|--------------------|
| 11-9051 | Food Service Mana | 163,116 | 204,123 | 41,007 |
| 35-1011 | Chefs and Head Co | 100,428 | 122,331 | 21,903 |
| 35-1012 | First-Line Supervis | 681,409 | 903,638 | 222,229 |
| 35-2012 | Cooks, Institution a | 364,828 | 430,176 | 65,348 |
| 35-2021 | Food Preparation V | 753,808 | 890,687 | 136,879 |
| | | 2,063,589 | 2,550,955 | 487,366 |

| 2001 - 2015 % Change | Annual Openings | Regional Completions (2013) | Avg. Hourly Earnings | Age 14-18 |
|---|---|---|---|---|
| 25% | 6,583 | 19,339 | $25.67 | 1,359 |
| 22% | 3,606 | 28,237 | $22.18 | 711 |
| 33% | 38,913 | 7,711 | $15.62 | 15,541 |
| 18% | 12,633 | 7,732 | $12.10 | 15,248 |
| 18% | 34,415 | 5,459 | $10.41 | 92,370 |
| 24% | 96,151 | | $14.31 | 125,229 |

| Age 19-21 | Age 22-24 | Age 25-34 | Age 35-44 | Age 45-54 |
|---|---|---|---|---|
| 8,595 | 15,779 | 61,860 | 49,166 | 42,211 |
| 3,552 | 6,912 | 32,582 | 32,698 | 29,667 |
| 70,443 | 98,925 | 262,627 | 186,842 | 164,258 |
| 26,170 | 26,925 | 84,652 | 90,869 | 96,373 |
| 128,234 | 100,130 | 183,227 | 124,119 | 129,462 |
| 236,993 | 248,672 | 624,948 | 483,695 | 461,971 |

| Age 55-64 | Age 65+ | Males | Females |
|---|---|---|---|
| 18,860 | 6,294 | 114,274 | 89,849 |
| 13,402 | 2,806 | 102,805 | 19,526 |
| 78,190 | 26,811 | 412,902 | 490,736 |
| 64,122 | 25,816 | 175,991 | 254,185 |
| 89,492 | 43,653 | 384,170 | 506,517 |
| 264,066 | 105,381 | 1,190,142 | 1,360,813 |

# Appendix A - Data Sources and Calculations

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

# Industry Overview

EMSI Q1 2016 Data Set

April 2016

**Jackson College**

2111 Emmons Road
Jackson, Michigan 49201

# Parameters

## Industries

| Code | Description |
| --- | --- |
| 7225 | Restaurants and Other Eating Places |

## Regions

| Code | Description |
| --- | --- |
| 26 | Michigan |

## Timeframe

2001 - 2015

## Datarun

2016.1 – Employees

# Restaurants and Other Eating Places in Michigan

## Industry Summary for Restaurants and Other Eating Places

| 280,551 | +17.8% | $17,047 |
|---|---|---|
| Jobs (2015) | % Change (2001-2015) | Avg. Earnings Per Job (2015) |
| 5% below National average | Nation: +35.6% | Nation: $19,628 |

## Industry Detail

| | |
|---|---|
| Establishments (2015) | 13034 |
| Jobs Multiplier | Only Available for 6-Digit |
| Unemployed (11/2015) | Only Available for 2-Digit |

## Regional Trends
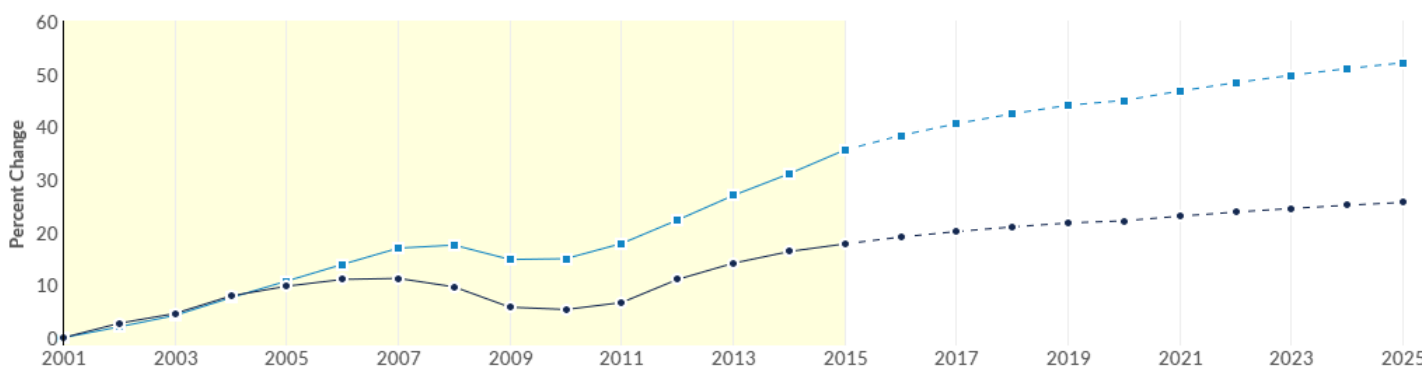


| | Region | 2001 Jobs | 2015 Jobs | Change | % Change |
|---|---|---|---|---|---|
| ● | Region | 238,172 | 280,551 | 42,379 | 17.8% |
| ■ | Nation | 7,373,106 | 9,997,912 | 2,624,806 | 35.6% |

# Occupations Employed by this Industry

| Description | Employed in Industry (2015) | % of Total Jobs in Industry (2015) |
|---|---|---|
| Combined Food Preparation and Serving Workers, Including Fast Food | 79,332 | 28.3% |
| Waiters and Waitresses | 59,798 | 21.3% |
| Cooks, Restaurant | 29,827 | 10.6% |
| First-Line Supervisors of Food Preparation and Serving Workers | 18,544 | 6.6% |
| Cooks, Fast Food | 14,356 | 5.1% |

# Industry Gender Breakdown

| Gender | 2015 Jobs | 2015 Percent | |
|---|---|---|---|
| Males | 121,710 | 43.4% | |
| Females | 158,841 | 56.6% | |

# Industry Age Breakdown
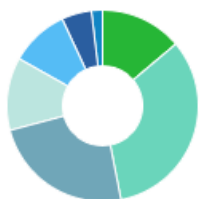
| Age | 2015 Jobs | 2015 Percent | |
|---|---|---|---|
| 14-18 | 38,856 | 13.8% | |
| 19-24 | 92,770 | 33.1% | |
| 25-34 | 67,182 | 23.9% | |
| 35-44 | 34,502 | 12.3% | |
| 45-54 | 27,773 | 9.9% | |
| 55-64 | 14,208 | 5.1% | |
| 65+ | 5,260 | 1.9% | |

# Industry Race/Ethnicity Breakdown
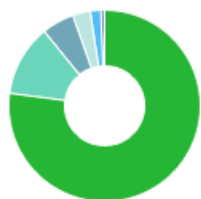


| | Race/Ethnicity | 2015 Jobs | 2015 Percent | |
|---|---|---|---|---|
| 🟢 | White | 216,270 | 77.1% | ▬▬▬▬▬ |
| 🟢 | Black or African American | 33,798 | 12.0% | ▬ |
| ⚫ | Hispanic or Latino | 15,321 | 5.5% | ▪ |
| 🔵 | Asian | 8,362 | 3.0% | ▪ |
| 🔵 | Two or More Races | 4,974 | 1.8% | ▪ |
| 🔵 | American Indian or Alaska Native | 1,557 | 0.6% | ▪ |
| 🔵 | Native Hawaiian or Other Pacific Islander | 270 | 0.1% | ▪ |

# Industry Requirements

| Industry | Amount | In-Region | Out of Region |
|---|---|---|---|
| Corporate, Subsidiary, and Regional Managing Offices | $907,273,373 | 42.5% | 57.5% |
| Cheese Manufacturing | $244,273,286 | 23.4% | 76.6% |
| Lessors of Residential Buildings and Dwellings | $202,066,052 | 71.7% | 28.3% |
| Lessors of Nonresidential Buildings (except Miniwarehouses) | $199,666,401 | 85.4% | 14.6% |
| Offices of Real Estate Agents and Brokers | $158,842,602 | 53.0% | 47.0% |

# Top Regional Businesses

| Business Name | Industry Name | Employees |
|---|---|---|
| Ilitch Holdings Inc | Full-Service Restaurants (722511) | 500 |
| Palace Grille | Full-Service Restaurants (722511) | 400 |
| West Branch Poker Room | Full-Service Restaurants (722511) | 400 |
| Domino's Pizza | Full-Service Restaurants (722511) | 400 |
| Minerva's Restaurant & Bar | Full-Service Restaurants (722511) | 300 |

Source: Infogroup Business-Level Data

DISCLAIMER: Business Data by Infogroup is third-party data provided by EMSI to its customers as a convenience, and EMSI does not endorse or warrant its accuracy or consistency with other published EMSI data.

# Appendix A - Data Sources and Calculations

## Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

## Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

## Input-Output Data

The input-output model in this report is EMSI's gravitational flows multi-regional social account matrix model (MR-SAM). It is based on data from the Census Bureau's Current Population Survey and American Community Survey; as well as the Bureau of Economic Analysis' National Income and Product Accounts, Input-Output Make and Use Tables, and Gross State Product data. In addition, several EMSI in-house data sets are used, as well as data from Oak Ridge National Labs on the cost of transportation between counties.

## Infogroup Business-Level Data

Data for individual businesses is provided by Infogroup, which maintains a database of more than 16 million U.S. business entities. Note that in aggregate it will not be consistent with EMSI labor market data due to differences in definitions, methodology, coverage, and industry/geographic classification.

## State Data Sources

This report uses state data from the following agencies: Michigan Department of Labor and Economic Growth, Bureau of Labor Market Information and Strategic Initiatives; Wisconsin Department of Workforce Development, Bureau of Workforce Information

# Occupation Overview

EMSI Q1 2016 Data Set

April 2016

**Jackson College**

2111 Emmons Road
Jackson, Michigan 49201

# Parameters

## Occupations

| Code | Description |
|---|---|
| 11-9051 | Food Service Managers |
| 35-1011 | Chefs and Head Cooks |
| 35-1012 | First-Line Supervisors of Food Preparation and Serving Workers |
| 35-2012 | Cooks, Institution and Cafeteria |
| 35-2021 | Food Preparation Workers |

## Regions

| Code | Description |
|---|---|
| 26 | Michigan |

## Timeframe

2001 - 2015

## Datarun

2016.1 – Employees

# 5 Occupations in Michigan

## Occupation Summary for 5 Occupations

| | | |
|---|---|---|
| **69,923** | **-0.5%** | **$13.15/hr** |
| Jobs (2015) | % Change (2001-2015) | Median Hourly Earnings |
| 7% below National average | Nation: +23.6% | Nation: $13.40/hr |

# Growth
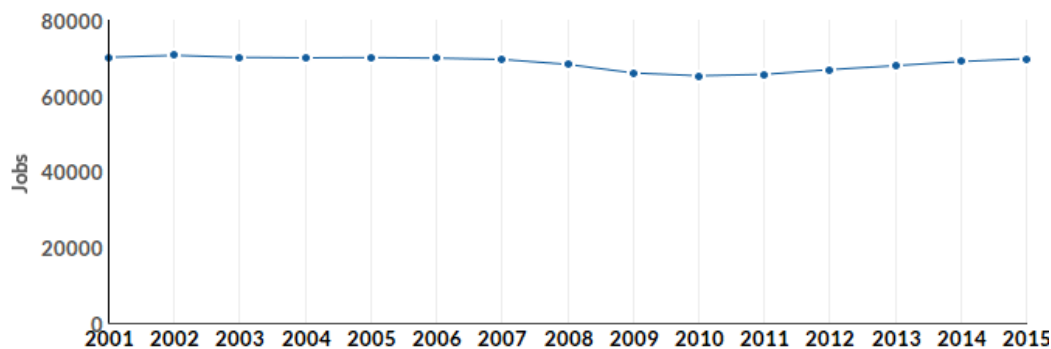
| | | | |
|---|---|---|---|
| **70,295** | **69,923** | **-372** | **-0.5%** |
| 2001 Jobs | 2015 Jobs | Change (2001-2015) | % Change (2001-2015) |



| Occupation | 2001 Jobs | 2015 Jobs | Change | % Change |
|---|---|---|---|---|
| Food Service Managers (11-9051) | 5,801 | 5,894 | 93 | 2% |
| Chefs and Head Cooks (35-1011) | 2,753 | 2,596 | -157 | -6% |
| First-Line Supervisors of Food Preparation and Serving Workers (35-1012) | 24,579 | 26,587 | 2,008 | 8% |
| Cooks, Institution and Cafeteria (35-2012) | 12,598 | 11,519 | -1,079 | -9% |
| Food Preparation Workers (35-2021) | 24,564 | 23,327 | -1,237 | -5% |

# Percentile Earnings
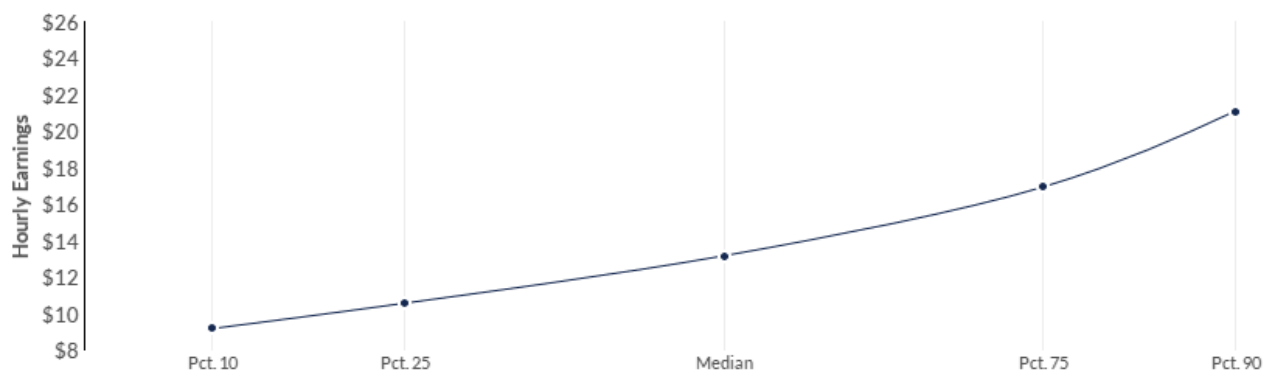
| $10.55/hr | $13.15/hr | $16.93/hr |
|:---:|:---:|:---:|
| 25th Percentile Earnings | Median Earnings | 75th Percentile Earnings |



| Occupation | 25th Percentile Earnings | Median Earnings | 75th Percentile Earnings |
|---|---:|---:|---:|
| Food Service Managers (11-9051) | $17.06 | $21.79 | $29.46 |
| Chefs and Head Cooks (35-1011) | $13.92 | $18.28 | $26.22 |
| First-Line Supervisors of Food Preparation and Serving Workers (35-1012) | $10.31 | $13.57 | $18.14 |
| Cooks, Institution and Cafeteria (35-2012) | $10.33 | $12.36 | $14.29 |
| Food Preparation Workers (35-2021) | $8.91 | $10.33 | $12.70 |

# Regional Trends
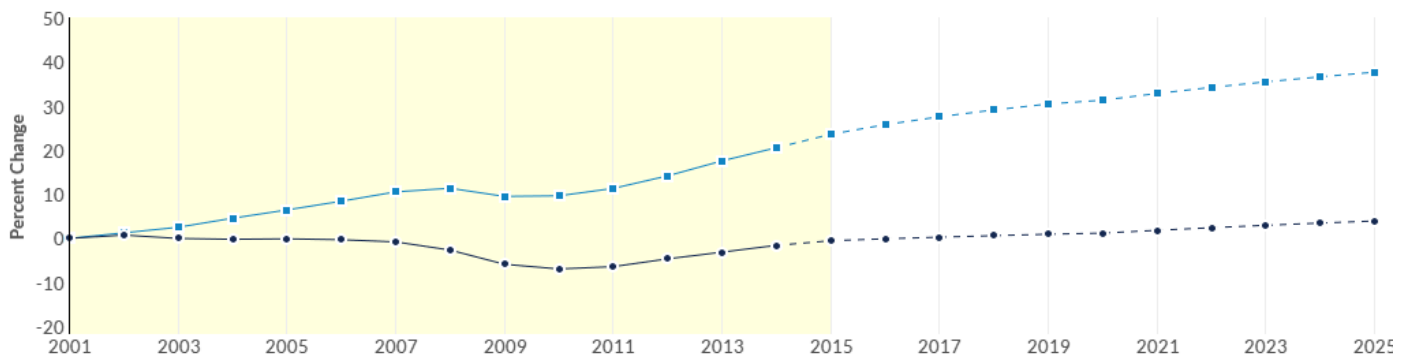


| Region | | 2001 Jobs | 2015 Jobs | Change | % Change |
|---|---|---|---|---|---|
| ● | Region | 70,295 | 69,923 | -372 | -0.5% |
| ■ | Nation | 2,063,589 | 2,550,955 | 487,366 | 23.6% |

# Regional Breakdown
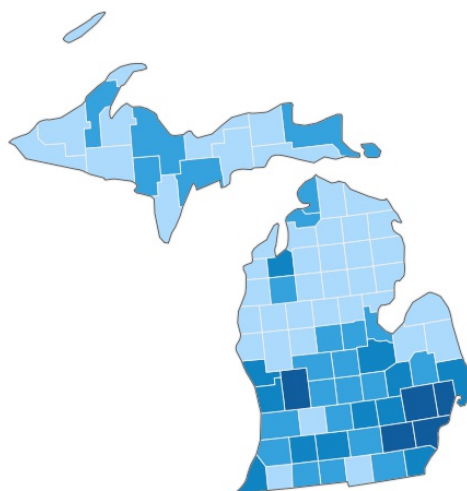


| County | 2015 Jobs |
|---|---|
| Oakland County, MI | 11,277 |
| Wayne County, MI | 10,468 |
| Macomb County, MI | 5,828 |
| Kent County, MI | 5,027 |
| Washtenaw County, MI | 3,539 |

# Job Postings Summary

|  |  |
|---|---|
| **5,476** | **5 : 1** |
| Unique Postings (Mar 2016) | Posting Intensity (Mar 2016) |
| 25,143 Total Postings | Regional Average: 6 : 1 |

There were 25,143 total job postings for *5 Occupations* in March 2016, of which 5,476 were unique. These numbers give us a Posting Intensity of 5-to-1, meaning that for every 5 postings there is 1 unique job posting.

This is lower than the Posting Intensity for all other occupations and companies in the region (6-to-1), indicating that companies may not be trying as hard to hire this position.

# Occupation Gender Breakdown

| Gender | 2015 Jobs | 2015 Percent | |
|---|---|---|---|
| Males | 30,128 | 43.1% | |
| Females | 39,794 | 56.9% | |

## Occupation Age Breakdown

| Age | 2015 Jobs | 2015 Percent | |
|---|---|---|---|
| 14-18 | 4,047 | 5.8% | ▪ |
| 19-24 | 16,036 | 22.9% | ▬ |
| 25-34 | 17,205 | 24.6% | ▬ |
| 35-44 | 11,882 | 17.0% | ▬ |
| 45-54 | 11,903 | 17.0% | ▬ |
| 55-64 | 6,818 | 9.8% | ▪ |
| 65+ | 2,033 | 2.9% | ▪ |

## Occupation Race/Ethnicity Breakdown
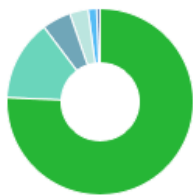
| Race/Ethnicity | 2015 Jobs | 2015 Percent | |
|---|---|---|---|
| White | 52,932 | 75.7% | ▬▬▬ |
| Black or African American | 9,805 | 14.0% | ▪ |
| Hispanic or Latino | 3,489 | 5.0% | ▪ |
| Asian | 2,232 | 3.2% | ▪ |
| Two or More Races | 1,031 | 1.5% | ▪ |
| American Indian or Alaska Native | 370 | 0.5% | ▪ |
| Native Hawaiian or Other Pacific Islander | 64 | 0.1% | ▪ |

## Occupational Programs

| 11 | 1,378 | 2,536 |
|---|---|---|
| Programs (2014) | Completions (2014) | Openings (2014) |

| CIP Code | Program | Completions (2014) |
|---|---|---|
| 52.0901 | Hospitality Administration/Management, General | 418 |
| 12.0503 | Culinary Arts/Chef Training | 411 |
| 12.0500 | Cooking and Related Culinary Arts, General | 165 |
| 52.0904 | Hotel/Motel Administration/Management | 164 |
| 12.0504 | Restaurant, Culinary, and Catering Management/Manager | 90 |

## Industries Employing 5 Occupations

| Industry | Occupation Group Jobs in Industry (2015) | % of Occupation Group in Industry (2015) | % of Total Jobs in Industry (2015) |
|---|---|---|---|
| Limited-Service Restaurants | 18,546 | 26.5% | 15.0% |
| Full-Service Restaurants | 14,438 | 20.6% | 10.2% |
| Elementary and Secondary Schools (Local Government) | 4,158 | 5.9% | 2.5% |
| Supermarkets and Other Grocery (except Convenience) Stores | 3,924 | 5.6% | 7.0% |
| Food Service Contractors | 3,553 | 5.1% | 26.2% |

# Appendix A - Data Sources and Calculations

## Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

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## State Data Sources

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# Occupation Table

5 Occupations in 83 Counties

EMSI Q1 2016 Data Set

April 2016

## Jackson College

2111 Emmons Road
Jackson, Michigan 49201

# Parameters

## Regions

83 items selected. See Appendix A for details.

## Timeframe

2001 - 2015

## Datarun

2016.1 – Employees

| SOC | Description | 2001 Jobs | 2015 Jobs | 2001 - 2015 Change |
|---|---|---|---|---|
| 11-9051 | Food Service Mana | 5,660 | 5,773 | 113 |
| 35-1011 | Chefs and Head Co | 2,672 | 2,529 | (143) |
| 35-1012 | First-Line Supervis | 23,993 | 26,026 | 2,033 |
| 35-2012 | Cooks, Institution a | 12,433 | 11,349 | (1,084) |
| 35-2021 | Food Preparation W | 24,045 | 22,859 | (1,186) |
|  |  | 68,803 | 68,536 | (267) |

| 2001 - 2015 % Change | Annual Openings | Regional Completions (2013) | Avg. Hourly Earnings | Age 14-18 |
|---|---|---|---|---|
| 2% | 181 | 698 | $24.34 | 53 |
| (5%) | 71 | 608 | $20.99 | 22 |
| 8% | 1,103 | 362 | $14.64 | 571 |
| (9%) | 360 | 325 | $12.46 | 454 |
| (5%) | 884 | 217 | $10.90 | 2,843 |
| (0%) | 2,598 | | $14.08 | 3,942 |

| Age 19-21 | Age 22-24 | Age 25-34 | Age 35-44 | Age 45-54 |
|---:|---:|---:|---:|---:|
| 329 | 559 | 1,821 | 1,261 | 1,145 |
| 103 | 187 | 720 | 622 | 577 |
| 2,593 | 3,417 | 7,636 | 4,755 | 4,442 |
| 846 | 825 | 2,233 | 2,273 | 2,465 |
| 3,937 | 2,882 | 4,439 | 2,742 | 3,066 |
| 7,808 | 7,870 | 16,849 | 11,653 | 11,693 |

| Age 55-64 | Age 65+ | Males | Females |
|---:|---:|---:|---:|
| 491 | 114 | 2,945 | 2,827 |
| 259 | 40 | 2,043 | 485 |
| 2,103 | 510 | 10,753 | 15,273 |
| 1,701 | 552 | 4,609 | 6,740 |
| 2,163 | 786 | 9,157 | 13,702 |
| 6,718 | 2,002 | 29,509 | 39,027 |

# Appendix A - Regions

| Code | Description |
|------|-------------|
| 26001 | Alcona County, MI |
| 26003 | Alger County, MI |
| 26005 | Allegan County, MI |
| 26007 | Alpena County, MI |
| 26009 | Antrim County, MI |
| 26011 | Arenac County, MI |
| 26013 | Baraga County, MI |
| 26015 | Barry County, MI |
| 26017 | Bay County, MI |
| 26019 | Benzie County, MI |
| 26021 | Berrien County, MI |
| 26023 | Branch County, MI |
| 26025 | Calhoun County, MI |
| 26027 | Cass County, MI |
| 26029 | Charlevoix County, MI |
| 26031 | Cheboygan County, MI |
| 26033 | Chippewa County, MI |
| 26035 | Clare County, MI |
| 26037 | Clinton County, MI |
| 26039 | Crawford County, MI |
| 26041 | Delta County, MI |
| 26043 | Dickinson County, MI |
| 26045 | Eaton County, MI |
| 26047 | Emmet County, MI |
| 26049 | Genesee County, MI |
| 26051 | Gladwin County, MI |
| 26053 | Gogebic County, MI |
| 26055 | Grand Traverse County, MI |
| 26057 | Gratiot County, MI |
| 26059 | Hillsdale County, MI |
| 26061 | Houghton County, MI |
| 26063 | Huron County, MI |
| 26065 | Ingham County, MI |
| 26067 | Ionia County, MI |
| 26069 | Iosco County, MI |
| 26071 | Iron County, MI |
| 26073 | Isabella County, MI |
| 26075 | Jackson County, MI |
| 26077 | Kalamazoo County, MI |
| 26079 | Kalkaska County, MI |
| 26081 | Kent County, MI |
| 26083 | Keweenaw County, MI |
| 26085 | Lake County, MI |
| 26087 | Lapeer County, MI |
| 26089 | Leelanau County, MI |
| 26091 | Lenawee County, MI |
| 26093 | Livingston County, MI |
| 26095 | Luce County, MI |

| | |
|---|---|
| 26097 | Mackinac County, MI |
| 26099 | Macomb County, MI |
| 26101 | Manistee County, MI |
| 26103 | Marquette County, MI |
| 26105 | Mason County, MI |
| 26107 | Mecosta County, MI |
| 26109 | Menominee County, MI |
| 26111 | Midland County, MI |
| 26113 | Missaukee County, MI |
| 26115 | Monroe County, MI |
| 26117 | Montcalm County, MI |
| 26119 | Montmorency County, MI |
| 26121 | Muskegon County, MI |
| 26123 | Newaygo County, MI |
| 26125 | Oakland County, MI |
| 26127 | Oceana County, MI |
| 26129 | Ogemaw County, MI |
| 26131 | Ontonagon County, MI |
| 26133 | Osceola County, MI |
| 26135 | Oscoda County, MI |
| 26137 | Otsego County, MI |
| 26139 | Ottawa County, MI |
| 26141 | Presque Isle County, MI |
| 26143 | Roscommon County, MI |
| 26145 | Saginaw County, MI |
| 26147 | St. Clair County, MI |
| 26149 | St. Joseph County, MI |
| 26151 | Sanilac County, MI |
| 26153 | Schoolcraft County, MI |
| 26155 | Shiawassee County, MI |
| 26157 | Tuscola County, MI |
| 26159 | Van Buren County, MI |
| 26161 | Washtenaw County, MI |
| 26163 | Wayne County, MI |
| 26165 | Wexford County, MI |

# Appendix B - Data Sources and Calculations

## Completers Data

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## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

# Program Table

Michigan

EMSI Q1 2016 Data Set

April 2016

## Jackson College

2111 Emmons Road
Jackson, Michigan 49201

# Parameters

## Regions

| Code | Description |
|------|-------------|
| 26   | Michigan    |

## Completions Year

2013

## Timeframe

2001 - 2015

## Datarun

2016.1 – Employees

| CIP Code | Program | Regional Completions (2013) | Regional Openings (2001) | Median Hourly Earnings |
|---|---|---|---|---|
| 12.0500 | Cooking and Relate | 197 | 3,849 | $11.25 |
| 12.0504 | Restaurant, Culinar | 109 | 1,187 | $15.07 |
| 52.0905 | Restaurant/Food S | 27 | 182 | $21.79 |

| Regional Jobs (2001) | Regional Jobs (2015) | Growth in Jobs (2001-2015) |
| --- | --- | --- |
| 115,806 | 131,489 | 14% |
| 30,380 | 32,481 | 7% |
| 5,801 | 5,894 | 2% |

# Appendix A - Data Sources and Calculations

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Occupation Data

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## State Data Sources

This report uses state data from the following agencies: Michigan Department of Labor and Economic Growth, Bureau of Labor Market Information and Strategic Initiatives

# Occupation Table

5 Occupations in 3 Counties

EMSI Q1 2016 Data Set

April 2016

## Jackson College

2111 Emmons Road
Jackson, Michigan 49201

# Parameters

## Regions

| Code | Description |
|------|-------------|
| 26059 | Hillsdale County, MI |
| 26075 | Jackson County, MI |
| 26091 | Lenawee County, MI |

## Timeframe

2001 - 2015

## Datarun

2016.1 – Employees

| SOC | Description | 2001 Jobs | 2015 Jobs | 2001 - 2015 Change |
|---|---|---|---|---|
| 11-9051 | Food Service Mana | 117 | 96 | (21) |
| 35-1011 | Chefs and Head Co | 45 | 36 | (9) |
| 35-1012 | First-Line Supervis | 597 | 538 | (59) |
| 35-2012 | Cooks, Institution a | 318 | 278 | (40) |
| 35-2021 | Food Preparation W | 653 | 573 | (80) |
| | | 1,729 | 1,522 | (207) |

| 2001 - 2015 % Change | Annual Openings | Regional Completions (2013) | Avg. Hourly Earnings | Age 14-18 |
|---|---|---|---|---|
| (18%) | 3 | 14 | $20.67 | <10 |
| (20%) | 1 | 0 | $18.33 | <10 |
| (10%) | 20 | 14 | $12.55 | 13 |
| (13%) | 10 | 6 | $12.18 | 11 |
| (12%) | 22 | 0 | $10.83 | 69 |
| (12%) | 56 | | $12.49 | 94 |

| Age 19-21 | Age 22-24 | Age 25-34 | Age 35-44 | Age 45-54 |
|---|---|---|---|---|
| <10 | <10 | 29 | 21 | 20 |
| <10 | <10 | <10 | <10 | <10 |
| 56 | 64 | 150 | 98 | 96 |
| 21 | 17 | 51 | 55 | 64 |
| 98 | 66 | 103 | 71 | 81 |
| 183 | 158 | 342 | 253 | 270 |

| Age 55-64 | Age 65+ | Males | Females |
|---|---|---|---|
| <10 | <10 | 43 | 53 |
| <10 | <10 | 28 | <10 |
| 49 | 13 | 190 | 348 |
| 44 | 16 | 112 | 167 |
| 62 | 24 | 209 | 364 |
| 168 | 55 | 581 | 940 |

# Appendix A - Data Sources and Calculations

## Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## Occupation Data

EMSI occupation employment data are based on final EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level EMSI earnings by industry.

# COURSE SYLLABI
## CUL 445 Internship Level III

| COURSE CODE: | CUL 445 | INSTRUCTOR: | David L. Hooper, M.Ed., CEC |
|---|---|---|---|
| CREDIT HOURS: | 3 | CONTACT INFO. | hooperdavidl@jccmi.edu |
| CONTACT HOURS | 45 | SEMESTER/YEAR: | |
| TYPE OF COURSE: | Internship | MEETING DAYS AND TIME: | |
| OFFICE: | | OFFICE HOURS: | |
| OFFICE NO. | 517-990-1393 | CLASS LOCATION: | |

## Course Description:

**Level III Internship**: a senior structured internship designed to provide management training and career direction in helping students articulate from academia into a management or staff position of their chosen field. Likewise, Level III Internship offers students the opportunity to put learned theory to practice, while working in a paid or unpaid culinary related internship environment, involving employer(s) and departmental instructional staff. Students are required to complete a minimum of 180 hours and complete a portfolio on the internship. Periodic conferences between the site supervisor and the JCC internship coordinator(s) will be scheduled to monitor and evaluate student progress. Students are responsible for identifying their own internship site, or use the lists of potential internship sites available through the JCC Culinary Arts/Hospitality Management Department. Students must have permission of the Department Head before registering for this course.
Prerequisite(s): CUL 345

## Course Objectives:

- Student will participate in End of Period Food and Beverage Inventory
- Student will perform Cost of Goods Sold analysis
- Student will prepare and place food and beverage order
- Student will aid management in writing a weekly employee schedule
- Student will participate in food and beverage deliver

**Textbook (s)** *Hospitality Management Internship: A Student Workbook (Loose Leaf)*, Kimberly J. Harris. 2005|ISBN 978-0131121843

**Center for Student Success:** Tutors (plus additional services for academic success) can be accessed by calling **796-8415** or by stopping by the Center for Student Success. Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

## Course Outline:

| Module # | Module Name | Topics |
|---|---|---|
| Module 1 | Food and Beverage Inventory | • Prepare inventory sheets with updated pricing for accurate inventory valuation<br>• Participate in inventory count |

| | | |
|---|---|---|
| | | • Complete the extensions and determine complete food inventory values |
| Module 2 | Food and Beverage Inventory continues... | • Prepare inventory sheets with updated pricing for accurate beverage inventory valuation<br>• Participate in inventory count, plus call the counts or record said counts<br>• Complete the extensions and determine complete food inventory values<br>• Management validation |
| Module 3 | Participate in Invoice Logging of Food and Beverage | • Input or record invoice purchases<br>• Total purchases for one month/period and management validation |
| Module 4 | Place Food and/or Beverage Order | • Calculate COGS for a single period with Management |
| Module 5 | Calculates of Food and/or Beverage | • Management validation |
| Module 6 | Write Weekly Employee Schedule | • Estimated in –times AND out-times on schedule<br>• Cost out the schedule you wrote using actual pay rates of employees (**Must keep confidential**)<br>• Compare this to the labor budget |
| Module 7 | Participate in Food Order Delivery | • Use establishment method of check-in or use invoice method<br>• Compare the food delivered against food ordered.<br>• Opened some cases during check in. Discuss any quality or quantity issues. |
| Module 8 | Participate in the Interview Process | • Schedule an interview with applicant and manager<br>• Plan interview questions with manager<br>• Post interview discussion with manager<br>• Management validation |
| | Course Project | • Internship Operational Project |

**Method of Instruction:  Lecture Course**

**Course Evaluation:  Internship**

| Areas of Assessment for Final Grading | Value of Assessment for Final Grading | Assignments including testing and quizzes shall be evaluated based on the following scale: |
|---|---|---|

| | | |
|---|---|---|
| Daily Evaluation | 40% | 90-100 = A |
| Written Report(s) | 15% | 80-89  = B |
| Internship Workbook | 15% | 70-79  = C |
| Capstone Project | 30% | 60-69  = D |
| | | Below 60 F |

**Grading Scale based on 4.0**
    4.0=94-100
    3.5=89-93
    3.0=84-88
    2.5=78-83
    2.0=72-77
    1.5=66-71
    1.0=60-65
    0.5=55-59
    0.0=0-54

**Attendance Policy:**

1. Excessive absenteeism may result in course failure.  Therefore, students may be required to retake the course and pay the appropriate fees.
2. Because of the intensive nature of the Jackson College Culinary Arts/Hospitality Management programs, absences jeopardize a student's ability to complete successfully/his/her studies.  If, for some critical reason, a student finds it necessary to be absent, late, or leave early, it is the student's responsibility to notify the instructor and to make up all work missed.
3. Accumulated absenteeism in any one course will affect performance and grades.  Absenteeism can be accumulated through missing class entirely or by being tardy or leaving class early.

**Behavior:**

1. Be here every day and on time.  Valuable information will be missed when absent or tardy.
2. Come to class in the appropriate uniform and bring all necessary tools and books for that day.
3. Maintain cleanliness and orderliness in and outside the classroom.
4. Treat everyone with respect.  Disrespectful or rude behavior and offensive language will not be tolerated.
5. Work as a team.  Teamwork is essential for success at school and in the industry and is a sign of culinary professionalism.
6. Drugs and alcohol will not be tolerated.  If you come to class impaired in any way, you will be asked to leave.

7. You will not be called out of class to receive personal phone calls. The office can receive messages in the case of an emergency.

**Policy on Academic Honesty:** Follow the requirements in the Academic Honesty Document posted in JetNet: http://www.jccmi.edu/policies/Academics/Policies/1004.pdf