



PST197 - Internship In Pastry And Baking Arts

Document Type: District Master Course Outline
Proposal Type: Revision
Requester(s): Robert Glatt Deborah Park
College: South
Origination Approved: 03/27/2013 - 4:06 PM

BASIC INFORMATION

Requester(s): Robert Glatt
Deborah Park

College: South Seattle Community College

Division/Dept: Professional Technical

Dean: Robert Glatt

Peer Reviewer(s): Christopher Harris
Kimberly L Smith

COURSE INFORMATION

Proposed Course Number:

Prefix: **PST** Number: **197**

- Request a new Prefix
 This will be a common course

Full Title: Internship In Pastry And Baking Arts

Abbreviated Title: Internship Pastry Baking

Catalog Course Description:

Students apply academic learning and skills in a work setting related to their field and program of study. Course credit can be earned through current employment or the development of opportunity or leads found in conjunction with the Internship Office. Student must complete hours and submit a Training Agreement, Learning Outcomes, and a Self-Evaluation in order to pass. Student must obtain approval from a Faculty Mentor (Instructor) and Internship Coordinator.

Course Length: 11 Weeks Request an Exception

Course Prerequisite(s):

For 5th and 6th quarter PST students who obtain approval and permission of Faculty Mentor (Instructor) and Internship Coordinator. Minimum GPA of 3.0 or instructor's permission.

Course Corequisite(s):

N/A

Topical Outline:

Internship will vary according to internship site and Student Intern. The information provided below is based on a 3-credit internship, which equates to 150 hours. These hours are approxiations and may differ depending on the internship site and the student's needs.

Outline:

1. Site Supervisor introduce and orientates Student Intern to internship site- 10 hours
2. Student Intern training (Safety, Employer Policies and Procedures, Etc.)- 40 hours
3. Student Intern continues hours towards completion- 93 hours
4. Evaluation of Student Intern by Site Supervisor- 2 hours
5. Exit Interview conducted by Student Intern and Faculty Mentor (Instructor)- 5 hours

COURSE CODING

Funding Source: 1.....State

Institutional Intent: 21.....Vocational Preparatory

This Course is a requirement for the following program(s):
(No Programs Selected)

My Course Proposal is a requirement for a program not on this list

Will this course transfer to a 4-year university? **Yes**

Please Describe:
There is potential for transfer dependent on the transfer institution and its guidelines. Transferability is not guaranteed.

Is this course designed for Limited English Proficiency? **No**

Is this course designed for Academic Disadvantaged? **No**

Does this course have a Workplace Training component? **Yes**

CIP Code: 12.0501 Request Specific CIP Code

EPC Code: 847 Request Specific EPC Code

Credits:

Will this course be offered as Variable Credit? Yes
Yes

List Course Contact Hours

Lecture (11 Contact Hours : 1 Credit)	0 to 0
Lab (22 Contact Hours : 1 Credit)	0 to 0
Clinical Work (33 Contact Hours : 1 Credit)	0 to 0
Other (55 Contact Hours : 1 Credit)	55 to 275
 Total Contact Hours	 55 to 275
Total Credits	1 to 5

Proposed Quarter of Implementation: Fall 2013

Request Provisional Exception

Class Capacity: 12

Modes of Delivery: (Check all that apply)

- Fully On Campus
 Fully Online
 Hybrid
 Other Explanation: Dependent on Internship Site Location

Class Schedule Description:

Provides practical work experience by integrating academic studies with actual on-the-job training situations. Orientation to internship required prior to registration. Earn college credit by applying classroom knowledge and skills in real-world settings. Must be coordinated between the employer and the college. This is a permission only class.

Student Learning Outcomes:

Communication

Read and listen actively to learn and communicate

As students work with employers and/or customers, reading and active listening will enhance their knowledge of professional and technical language and influence their ability to communicate effectively.

Speak and write effectively for academic, and career purposes

Students will reflect and write down learning outcomes that demonstrate academic and professional goals and then verbalize them with a Faculty Mentor (Instructor) and Site Supervisor.

Computation

Use arithmetic and other basic mathematical operations as required by program of study

The use of mathematical operations will vary; however, the implementation of basic numerical functions is highly likely in most internship experiences.

Apply quantitative skills for academic, and career purposes

The use of quantitative skills will differ but will be utilized to measure outcomes and progression where applicable.

Human Relations

Use social interactive skills to work in groups effectively

The internship site and experience provides numerous opportunities for students to interact with individuals one-on-one and in group settings regarding professional and social topics.

Have knowledge of the diverse cultures represented in our multicultural society

Diversity exists within each workplace. Exposure will help enhance awareness of difference and begin the recognition of various cultures and traditions unique to each professional climate and the value therein.

Critical Thinking and Problem-Solving

Think critically in evaluating information, solving problems, and making decisions

Students will be asked to apply academic learning in real-life settings and utilize learning to analyze information, identify challenges, and move forward with solutions.

Technology

Select and use appropriate technological tools for academic, and career tasks

Technology is utilized in resume workshops, to assist students in finding internship sites, and also at most internship sites.

Personal Responsibility

Uphold the highest standard of academic honesty and integrity

Student will be responsible for completing hours, meeting with Faculty Mentor (Instructor), and scheduling time to sit down with Site Supervisor to discuss performance and learning outcomes.

Respect the rights of others in the classroom, online and in all other school activities

Student must work respectfully with others and adhere to standards set forth by Employer and Site Supervisor.

Attend class regularly, complete assignments on time and effectively participate in classroom and online discussions, group work and other class-related projects and activities

Student is expected to continue to attend class to build upon academic knowledge to connect with work experience.

Abide by appropriate safety rules in laboratories, shops and classroom

Student must adhere to safety standards set forth by South Seattle Community College, Employer, and Site Supervisor.

Information Literacy

Independently access, evaluate and select information from a variety of appropriate sources

Students are given resources to aid in their job search in order to evaluate, access, and select an internship site that best fits their needs and qualifications.

Have knowledge about legal and ethical issues related to the use of information

Student should use work-related information to aid growth and development of professional company and organization.

Use information effectively and ethically for a specific purpose

Student must adhere to policies and standards set forth by South Seattle Community College, Employer, and Site Supervisor.

Program Outcomes:

Student should use work-related information to aid the growth and development of the professional company and organization.

Course Outcomes/Objectives:

Students will:

1. Apply classroom theories, concepts, and skills in an actual work environment
2. Learn job-related skills in order to work towards professional goals
3. Adapt to work place practices and exhibit appropriate professional conduct not limited to attitude,

behavior, and appearance.

4. Develop 3 realistic and measurable learning outcomes that align with the following areas:

- Communication
 - Practice effective oral and written expression with Internship Coordinator, Faculty Mentor (Instructor), Site Supervisor, and Clients
 - Computation:
 - Use quantitative skill and mathematical functions as applicable
 - Human Relations:
 - Improving interpersonal skills to contribute to a positive work environment
 - Critical Thinking & Problem-Solving:
 - Evaluating academic information and utilizing it to solve problems and make decisions in a job-setting
 - Technology:
 - Utilize technology to conduct internship search and to aid in job functions as applicable
 - Personal Responsibility:
 - Demonstrate integrity as a representative of South Seattle Community College
 - Act respectfully towards others in the workplace
 - Arrive on time for scheduled work times and complete tasks as assigned by Site Supervisor, Faculty Mentor (Instructor), and Internship Coordinator
 - Abide by safety policies and procedures
 - Information Literacy:
 - Learn to independently access, evaluate, and select information from several sources according to appropriateness to inform knowledge of legal and ethical issues related to the use of information and ensure effective and ethical use of information.
6. Complete all paperwork associated with the program
7. Maintain regular contact with Faculty Mentor (Instructor), Site Supervisor, and Internship Coordinator
8. Complete all additional assignments as required by the Faculty Mentor (Instructor) and Internship Coordinator

Explain the student demand for the course and potential enrollment:

Faculty and students in the Pastry and Baking Arts program have requested an elective internship course. Enrollment is estimated to be between 1 to 12 students per quarter.

Explain why this course is being created:

Faculty and students in the Pastry and Baking Arts program occasionally wish to gain work experience through internship. The creation of PST 197 will enable students to earn elective credit for taking an internship course. Some transfer institutions require internship as a prerequisite and PST 197 will provide students in these programs with a dedicated credit-bearing internship course. Additionally, PST 197 credit can meet up to 5 of the 30 elective credits that are required of college transfer degrees.

What challenges, if any, do you foresee in offering this course:

Students will have to identify a Faculty Mentor (Instructor) who will guide them through the entire internship process. One challenge will be to ensure that faculty are made aware of this process so they can provide the appropriate mentorship and support. Stipends are available to Faculty Mentors (Instructors) based on the amount of time they spend assisting students.

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty involved in originating this program:

Robert Glatt

Print Name

Robert Glatt

Signature

3/26/2013

Date

Deborah Park

Print Name

Deborah Park

Signature

3/26/2013

Date

Dean:

Robert Glatt

Print Name

Robert Glatt

Signature

3/27/2013

Date

Executive Workforce Dean

Print Name

Signature

Date

Results of SSCC Curriculum Coordinating Council Findings

Participating Faculty Response and Remarks

- Recommended for approval
- Not recommended for approval
- This course did not go through Committee Review

Chairman, Curriculum Coordinating Council:

Print Name

Signature

Date

Vice President for Instruction:

Donna Miller-Parker

Print Name

Donna Miller-Parker

Signature

3/27/2013

Date