



COURSE OUTLINE : HRM 50
D Credit – Degree Applicable
COURSE ID 008437
Cyclical Review: October 2021

COURSE DISCIPLINE : HRM
COURSE NUMBER : 50
COURSE TITLE (FULL) : HRM Internship
COURSE TITLE (SHORT) : HRM Internship

ACADEMIC SENATE DISCIPLINE: Culinary Arts/Food Technology

CATALOG DESCRIPTION

HRM 50 is a self-motivated course which allows students to earn from 1-3 units for structured supervised work off campus under supervision of a faculty advisor. It is designed to provide students with appropriate preparation, a hands-on discipline-linked work experience that will extend their knowledge and understanding of career demands in a field. This course may be offered in all disciplines.

CATALOG NOTES

Note: Students must arrange an approved internship prior to enrolling in this class.

Total Lecture Units:0.00

Total Laboratory Units: 1.00-3.00

Total Course Units: 1.00-3.00

Total Lecture Hours:0.00

Total Laboratory Hours: 54.00-162.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00-162.00

Total Out-of-Class Hours: 0.00

Recommended Preparation: ENGL 100 or ESL 141.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
2	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
3	ESL	141	Grammar and Writing IV	Compose a 400 to 450-word thesis-based essay which: (a) summarizes and cites appropriately a reading passage provided as a prompt, (b) includes a clear thesis statement, (c) uses evidence to support the thesis, (d) shows clear organization into an introduction, body, and conclusion, and (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.	Yes

EXIT STANDARDS

- 1 demonstrate an understanding of the professional and educational minimum qualifications for employment and advancement within the target career/discipline;
- 2 demonstrate effective professional practices and soft skills of a specific career/discipline;
- 3 analyze personal performance of specific skills related to the target career/discipline;
- 4 compose a resumé.

STUDENT LEARNING OUTCOMES

- 1 demonstrate basic occupational competencies required for employment in the target career/discipline



COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Orientation (prior to enrollment in the course) <ul style="list-style-type: none"> • Professional standards, behavior and ethical code of conduct • Job skill requirements • Self-reflection and problem solving • Professionalism • Appropriate attire • Professional behavior • Being aware/avoiding sexual harassment • Developing learning objectives • Employer-student contract 	0	9	9
2	Internship (60-225 hours TBA) <ul style="list-style-type: none"> • On-the job shadowing of current employees • Information gathering of current industry trends • food preparation from quick service to white tablecloth operations • customer service such as order taking, cash handling, and complaint resolution • safety and sanitation • service styles such as a la carte, banquet and quick service 	0	153	153
				162



OUT OF CLASS ASSIGNMENTS

- 1 journal (e.g. documentation of duties performed);
- 2 written assignments (e.g. research of industry-specific educational requirements);
- 3 final resume;
- 4 final project (e.g. professional portfolio).

METHODS OF EVALUATION

- 1 internship facility supervisor’s evaluation of student;
- 2 reports (e.g. weekly reports of reflections on internship experiences);
- 3 student self-evaluation (e.g. self-assessment of internship performance).

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
No required textbooks. Faculty Advisor may assign readings from discipline-specific texts							