

## **REQUIREMENTS FOR PRACTICUM TO SUBSTITUTE FOR HTM 291L**

- 1) It is intended that the experience be PRE-approved. Retroactive approval is **NOT** acceptable.
- 2) The ACUHO and NACUFS programs automatically meet, and exceed, the criteria to substitute for HTM 291L, and do NOT have to meet the criteria listed below in 3-6. They do have to have a final evaluation sent from the supervisor, but it does not need to be on the form provided with this information.
- 3) A person in an appropriate supervisory position, with specific training for the position they hold, must complete the evaluation form.
- 4) The student should mail a 2-3 page summary of their work experience to the instructor every other week during the required work experience (4 total reports). The reports should discuss the work experience of the time period. An alternative to the reports would be for the student to keep a log with a 1 page reflective reaction to cover every 2 weeks. Depending on the Purdue Faculty in charge, the reports may not be need to be returned until the end of the term, but must be received prior to when the Purdue faculty member must turn in a grade for the session.
- 5) The student should address all areas on the evaluation form that they were involved in at the facility.
- 6) The student must complete a minimum of 70% of the items listed on the evaluation to receive a "P" in the course. Key items to qualify for a HTM 291L substitute include those related to each station and sanitation.

## **Suggested Experiences**

*Following are suggested experiences in foodservice systems management to qualify for NUTR 350, and potential waiver of HTM 291L. The student should register for NUTR 350 and meet the general criteria for the course which is a minimum of 150 hours of work or volunteer experience.*

### **ORIENTATION**

Student is given the orientation that a new employee would receive including information, when available, re. policies for kitchen safety, kitchen sanitation, fire emergency plan, attendance and sick leave, employee handbook, instructions to operate larger pieces of equipment or on site training for all institutional foodservice equipment (fryers, kettles, ovens, dishwasher) etc.

Student is given the services organization chart if one is available.

Student is given an orientation to each unit in the service. This may be accomplished as the student moves from unit to unit during the summer work experience versus during an orientation time. This would include all those units in which the student will perform routine duties and include at least the following (or their like areas):

- Salad preparation area or cold prep area or side dishes preparation area
- Entrée preparation area or range area or hot prep area
- Bakery area
- Other areas related to preparation e.g., beverages
- Service line area or tray line area, if applicable
- Dining room/serving area
- Dish room area

Additional areas, if available, include: Deli and catering

### WORK EXPERIENCES

Student should rotate among all the work areas listed above. The student will be asked to keep a log of activities related to each unit following a standard format outlining what they did, what they learned, etc., as well as a reflective report.

Re. food safety/sanitation, the student should participate in standard quality control procedures to assure food safety and sanitation standards. These would include, but not be limited to, checking temperatures in storage units such as freezers and refrigerators, checking temperatures of food items on the service line and in holding areas, standards for temperature in cleansing dishes, etc.

In the service line area, student should be involved in the positioning of items on the plate or tray, and be able to answer general questions re: importance of presentation and positioning in consumer selection.

Student should be given the opportunity to introduce at least 1 new food item during their summer employment. The food items can be a salad, vegetable, dessert or baked item, or entrée. The recipe should be in keeping with the general menu selection items of the facility. The recipe must be standardized and prepared for at least 50 servings.

The student should test the recipe on the staff and instruct them of any unique preparation needs for the new items. If possible the student should merchandize the item (display or market the item) on the line. The student should have knowledge of how any new product introduced sells. Note: The

extra time associated with this project does NOT have to be within the work day since the student is receiving credit for this experience. The extra time needed for this project MAY be outside the workday.

Student should complete a project unique/helpful to the facility. Suggestions might include:

- Introduction of a product or a suggested list of items marketed for the consumer who wishes a lower Calorie meal choice. Calorie contributions of the item(s) should be determined and listed for the consumer.
- If the facility does not already offer, introduce new or different salad plates or other items particularly fitting for the summer season. The student should collect some evidence of the popularity or non-popularity of the new product via sales.

#### ADMINISTRATIVE ASPECTS OF THE FACILITY:

The student should be made aware of how the menu is determined, the ordering process for the raw products, how amounts are determined, if/how contracts are used, procedures for substitutions of menu items, etc. The student should participate in at least one receipt of a food order to view the process. The student should participate in a food inventory, if one is scheduled during their experience.

#### EVALUATION:

A person in a supervisory role should be in a position to evaluate the student's daily work and complete a rating scale after each service. This evaluation form will be developed once the facility lets the student know which parts of these suggestions can be accomplished.

The student will complete an evaluation of the menu item they introduce and the project, if assigned, by the facility to turn into the instructor.