

Culinary Arts Career Planning – Spring 2020

Course Title: Culinary Arts Career Planning

Credits: 1

Course Number: CA8.301

Number of Sessions: 8

Class Meets: Tuesday's in CC-219

Time: 2:00pm – 3:50pm

Instructor: Chef Jesse

Length of Sessions: 1hr, 50min

Email: jonesj@linnbenton.edu

Phone: 541.917.4397

Class Description: Manage individual career prospects. Demonstrate the ability to explore different career opportunities using resources such as the internet, industry periodicals and employment department career information. Create a resume and portfolio. Communicate an understanding of interview methods and techniques.

Grading: A to F

Grading Procedures:

Daily Performance.....50%

Portfolio.....50%

There will be a mandatory kitchen clean up after all finals have been taken and the kitchen has been closed for the TERM. You will be required to come in and participate in the clean up or your final will not be complete and you will not pass.

Attendance: Students will be required to attend **ALL** classes. Daily grading is based on attendance. Four days absent and you will be removed from class. Tardiness will result in 2 points deducted for every 10 minutes up to a half hour, at which point you will be graded as absent, your fourth tardy will result in a zero for the day. If you are not able to attend class or will be tardy, please notify Chef Jesse at least 2hrs in advance via phone, email or in person. **NO PHONES.**

Daily Performance and Class Participation: Students will be required to actively participate in classroom activities as related to the daily agenda and subject

matter. We will all leave together at the end of class once the instructor has excused you.

Week 1: Tuesday, April 7th

- Introduction
- Class expectations
- Syllabus Review
 - Choosing a Career Path
 - Setting short and long term career goals

Week 2: Tuesday, April 14th

Guest Speaker: Diana Ward

- Job Searching Techniques
 - Career websites/Employment agencies
 - What to look for in an employer
 - Health Benefits
 - Wages/Salary
 - Paid Leave
 - 401k/Retirement
 - Opportunities for advancement

Week 3: Tuesday, April 21st

- Creating a Professional Portfolio
 - Photos
 - Letters of participation/accomplishments
 - Letters of reference
 - Certificates
- Guest Speaker: Ken Daugherty- Skamania Lodge

Week 4: Tuesday, April 28th

- How to write a cover letter
 - You will be writing a rough draft

- Guest Speaker:

Week 5: Tuesday, May 5th

- How to write a resume that will stand out
 - You will be writing a rough draft

Week 6: Tuesday, May 12th

- Reviewing Portfolios

Week 7: Tuesday, May 19th

- No Class Banquet Prep

Week 8: Tuesday, May 26th

- Mock Interviews
 - Interviews being given by guests from the industry

This schedule is subject to change

Interviews:

- Kila Swearinger
- Rob Yarber
- Nicole Garrett
- Morgan Orr
- Carey Blackburn
- Amanda Lindsey
- Craig Jensen
- Casey Gough
- Ari/Fuji-Nichole?