

Syllabus

Course Code: HOSP 299

Title: Hospitality Externship

Institute: Business and Social Science

Department: Culinary Arts/Hospitality

Course Description: Students will be placed in approved sites for 350-400 hours of related work experience. The student will complete an externship experience pertaining to the work experience. The student will receive a formal evaluation verbally and in writing from their immediate supervisor. (Prerequisites: Completion of 30 credits, 20 of which must be from career courses, and approval of instructor and Career Services Representative)

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Corequisites:

Prerequisites or corequisites:

Credits: 3

Lecture Hours:

Lab/Studio Hours:

Required Textbook/Materials: Canvas required for all assignments/submissions

Additional Time Requirements: For information on Brookdale's policy on credit hour requirements and outside class student work refer to Academic Credit Hour Policy <https://www.brookdalecc.edu/vp-learning/academic-credit-hour-policy/>

Completion of required class meetings, assignments and 225 hours in an approved si

Additional Support/Labs:

See <https://www.brookdalecc.edu/academic-tutoring/>

Course Learning Outcomes:

Upon completion of this course, students will be able to:

- Apply exemplary customer service skills in serving diverse customers
- Integrate legal principles regulating a hospitality operation
- Demonstrate effective team/interpersonal skills
- Demonstrate front of the house service standards
- Demonstrate safe food handling and responsible alcohol service

Course Content:

The logbook will include the responsibilities of the extern, the student requirements and procedures required in an approved externship, grading requirements, self-evaluation materials, necessary forms, student externship journal, and the externship experience evaluations. Students complete the logbook online.

EXTERNSHIP CONTENT:

Resume Class
Attendance at First Class
Attendance at Last Class
Faculty and Chef Evaluation
Coursework
Introduction Discussion
Self- Evaluation
Weekly Journal Submissions
Job Description
Work Documentation of hours
Personal Narrative
Two Interviews
Evaluation of Externship Experience

Department Policies:

Grading Standard:

GRADING

Letter Grade	Grade Range
A	93-100
A-	90-92
B+	86-89
B	83-85
B-	80-82
C+	76-79
C	70-75
D	65-69
F	64 or less

A final grade of C must be achieved in this course in order for this course to count as a requirement for the Hospitality AS Degree.

College Policies:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the [student handbook](#) and [catalog](#).

Notification for Students with Disabilities:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Accessibility Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

Mental Health:

24/7/365 Resources:

- Monmouth Medical Center Psychiatric Emergency Services at **(732) 923-6999**
- 2nd Floor Youth Helpline – Available to talk with you about any problem, distress, or hardship you are experiencing. Call or text at **888-222-2228** or visit the website at <https://www.2ndfloor.org/>

Faculty Counselors:

- Students who need to make an appointment with a faculty counselor can do so by calling 732-224-1822 (non-emergency line) during business hours. Faculty counselors are licensed mental health professionals who can assist students and refer them to other mental health resources.

Diversity Statement:

Brookdale Community College fosters an environment of inclusion and belonging. We promote a safe and open culture, encourage dialogue respecting diverse perspectives informed by credible sources, and uphold the virtues of civil discourse. We celebrate all identities with the understanding that ultimately, diversity, equity, and inclusion cultivate belonging and make us a stronger Brookdale community.

**The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arise.*