

APPLIED SCIENCE AND MANAGEMENT

CULA 110

Interpersonal Skills I

1 Credit

Winter, 2021



COURSE OUTLINE

CULA 110 Interpersonal Skills I

1 CREDIT

PREPARED BY: Ryan Cumming, Instructor

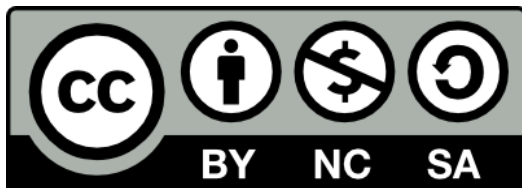
DATE: December 14, 2020

APPROVED BY: Ernie Prokopchuk, Interim Dean

DATE: December 15, 2020

APPROVED BY SENATE: Click or tap to enter a date

RENEWED BY SENATE: Click or tap to enter a date



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Interpersonal Skills I

INSTRUCTOR:

Ryan Cumming

OFFICE LOCATION:

C2307

E-MAIL:

rcumming@yukonu.ca

TELEPHONE:

867-668-8856

OFFICE HOURS:

M/W/F 10:00-11:00AM

CLASSROOM:

C2300/C2108

TIME:

3:00PM-4:30PM

DATES:

January 8, 2021 – April 23, 2021 - Fridays

COURSE DESCRIPTION

This course teaches valuable communication skills required for communicating with customers and staff on the job. It encompasses listening, writing and interpersonal communications. Topics include letters of application, résumé writing, interview skills and dealing with conflict.

PREREQUISITES

Acceptance into the Culinary Arts Certificate program or permission of the Culinary Arts Department.

RELATED COURSE REQUIREMENTS

Participation in distance delivery portion of this course will require access to a broadband internet connection and the use of a computer with the following system requirements:

Hardware:

- Processor: 2 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64)
- RAM: 2 gigabyte (GB) RAM (32-bit) or 4 GB RAM (64-bit)
- Hard disk space: 32 GB available (32-bit) or 40 GB available (64-bit)
- Graphics card: DirectX 9 graphics device with WDDM 1.0 or higher driver

Recommended Operating System:

- Windows 10, Mac OSX Sierra

Browser:

- Latest versions of Google Chrome, Internet Explorer, Firefox Opera, Safari

Specified knife and uniform kits are available for purchase through the Culinary Arts program and are required for all Culinary Arts Certificate program courses.

Appropriate footwear is required prior to entering a commercial kitchen for the practical assessment part of the program.

A satisfactory tuberculosis (TB) test is required.

EQUIVALENCY OR TRANSFERABILITY

All Culinary Arts Certificate program courses transfer directly to many British Columbia and Alberta college and university-college programs.

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to

- *Use appropriate study and planning methods*
- *Use effective verbal communications with fellow students, staff and customers*
- *Apply effective teamwork strategies*
- *Describe and demonstrate professionalism in the cook trade*
- *Recognize résumé writing and job search skills*
- *Recognize basic techniques for conflict resolution*

COURSE FORMAT

New materials will be presented using distance learning techniques and technology, or in a classroom situation, where theory and demonstrations will take place. Students will then have opportunities to practice and perfect specific skills and techniques in a commercial kitchen environment while preparing and presenting food items.

Assignments and quizzes will be used to support learning outcomes. Work outside of regular class times to complete or prepare for them is recommended.

ASSESSMENTS:

Practical Laboratory

When students take part in practical components of the course, they will be evaluated on overall work habits and on individual items prepared. Because experiential exercises and other activities are how students learn and their learning is evaluated continuously, success in the course is dependent on attendance and a high level of participation. Students who miss classes or experimental activities may be counselled to withdraw from the Culinary Arts program or may not be allowed to return to class.

Assignments

Written homework assignments and discussion questions on relevant topics will be given out throughout the duration of the course.

Tests

There will be a final exam.

EVALUATION:

Practical labs	70%
Assignments and quizzes	10%
Final Exam	20%
Total	100%

REQUIRED TEXTBOOKS AND MATERIAL

Professional Cooking for Canadian Chefs, 9th Edition

Lobster Ink ProChef1 online platform access

Individual Learning Modules – Cook Level 1

Culinary knife and tool kit

Full culinary uniform

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available

for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, they should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

TOPIC OUTLINE

	<u>Topic</u>
Jan 8 & 15	Studying strategies
Jan 22 & 29	Planning strategies
Feb 5 & 12	Effective communication
Feb 19 & March 5	Teamwork
March 12 & 19	Professionalism
March 26 & April 2	Résumé writing
April 9 & 16	Career planning
April 23	Conflict resolution