

Culinary arts report essay



**ASSIGN
BUSTER**

The industrial report is a written document where student is asked to write on the work activities/task, what they have observed and learned during their internship. 2) The industrial report must be wholly the student's work. 3) The report should reflect the student's abilities to learn, observe, analyze, comment and recommend. 4) The report is to show the application of student theoretical knowledge into practical.

It should not be drawn from textbooks or any organizational manual/standard operating procedure. 5) The student is required to portray an appropriate ability in the organization and presentation of their material in the paper. 6) Do not focus on pictures. Any picture added should enhance your report, not unnecessarily thicken the report. 7) Reports which are plagiarized in any manner would result in a heavy penalty towards the students. 8) Report should be narrative. REPORT ORGANIZATION ? The report should be organized as follows: a. b. c. d. e. f. g. h. GENERAL LAYOUT 1.

The title page or cover page The title page should be at the beginning of the report. (see appendix) This should also be written on the report cover 2.

Acknowledgement Write down a token of appreciation to those whom you received help, for example the provision of facilities or owes a special debt to a particular source. Limit it to not more than two (2) pages. The title page or cover page The executive summary Acknowledgement Contents Body of report Menu evaluation Conclusion and recommendation Appendices 3 3.

Table of Contents It should include the commencing page of acknowledgement, executive summary, abbreviation (in Roman numeral eg. , ii, iii, iv etc) The page numbers should be stated on the right side of the page (typed and not hand written) Title page at the front of the project paper

is considered to be page (i) , but do not type the number. The Roman numeral (ii) appears on the first page that follows the title page (see Appendices) The table of contents should also have an accurate title and commencing page (in numerals eg. 1, 2, 3, etc) of all topics, major subdivisions, subdivision and appendices. 4. Executive summary Write one page summary of your report, highlighting on how you find the hotel as a beneficial training ground. . Body of the report ? CHAPTER 1 (an overview of the organization -approximately 4-7 pages minus organization chart and pictures) ? To introduce the organization where you had undertaken the industrial training. ? The organizational chart of the organization ? Facilities available at the hotel ? The food and beverage department ? The food production department ? CHAPTER 2 AND CHAPTER 3-should contain reports on two kitchens- a chapter per kitchen (if you were attached to more than two kitchens, choose two most prominent ones).

The CONTENT of each chapter must contain approximately 4, 000-5, 000 words (approximately 12-14 pages minus organization chart and kitchen layout). These should contain the following information: ? The name of the kitchen for each chapter concerned ? Kitchen brigade (the organization chart of that kitchen department/outlet) ? Kitchen equipment and layout ? Mise en place; daily and promotional events; special events ? ? For each kitchen: ? ? ? 4 Activities performed such as: inter kitchen transfer, buffet set up, event orders, requisition, general cleaning, department training, outside catering, etc.

Departmental glossary Heading and sub headings should be used to give clear indication of the content Title of sections/departments should use

numerals of heading (eg. 2) sub heading (e. g. 2. 1) and sub-sub headings (e. g. 2. 1. 1 and 2. 1. 1(a)). Photos, plans forms or any appendix material should not be included in this section. It should be referred to systematically in the appendix. 6. Conclusion and Recommendation (approximately 4-8 pages. In this chapter student will be graded on his/her cohesiveness in narrating and reflecting his/her experience and benefits gained from the internship) ? ? CHAPTER 4 CONCLUSION AND RECOMMENDATION This chapter should include the following: o Comments on work relation o Problems and recommendations o Past knowledge o Present training and skills acquired o Future career paths and industry development o References

7. Appendices ? ? This section should be placed at the end of the report. This section should contain: forms, event orders, photos, samples of standardized recipe form each department. It should be given a systematic indication such as: o Appendix 1: coffee house kitchen layout o Appendix 2: dry store requisition form

Note: Refer to the REPORT EVALUATION MARKS for grading scheme 5 TYPING AND BINDING FORMAT

1. Typing o o 2. The usage of Microsoft Word application is encouraged. The usage of electric or electronic typewriter is not allowed at all. Language o o Only Formal English Language is allowed. Get the report to be proof read before submission to avoid deduction on the mechanic section (language, spelling, grammar & sentence structure) for report evaluation.
3. Paper o o o Use only good quality A4 size (approximately 210mm X 297 mm) white paper (80 gram) Typing should only use one side of the paper.

Colored paper should only be used as a page separator. 4. Font & Paragraph

- o o o Use only Times New Roman (font size 12) or Arial (font size 11)
- Line spacing should be 1.5" and the paragraph should be justified
- After each full stop (.) or comma (,) leave a space bar before continuing with the next sentence.

5. Margin o The page set up should be as below: Top Bottom Left Right 2.5cm" 2.5 cm" 3 cm" 3 cm" 6

6. Headings & Title o o o Topic headings should be capitalized & bold Sub division headings should be typed from left hand margin in title case type The title of photograph, tables and charts should be type in title case type . Photograph, Chart & Table o o Tables should be place as near as possible to the part of the text to which they refer. Chart, maps etc. may be placed in the appendices and should be indicated (eg. Appendix 1: Invoice form)

8. Pagination o o The project paper should be paginated continuously in numerals (numbers) Number should be placed at the Centre of the bottom page

9. Binding o o Report should be in Comb Binding (2 copies). The cover page should follow exactly the title page (see appendix). Report cover should only be in LIGHT RED (PINK) (A4 size)

10.

Correction o The report that does not follow the guidelines and submitted with errors will probably be returned to the student for correction before it is finally accepted.

7 APPENDIX 1 : TITLE PAGE /COVER PAGE UNIVERSITI
TEKNOLOGI MARA FACULTY OF HOTEL AND TOURISM MANAGEMENT HTC 301
INDUSTRIAL TRAINING REPORT PLACE OF TRAINING (Duration.....) SITI
NORHALIZA BT. AHMAD ESA 2003221122 DIPLOMA IN CULINARY ARTS
Report Submitted In Part of a Fulfillment to Complete The Industrial

Internship for the Semester of MAY – NOVEMBER 2003 8 APPENDIX 2: TABLE OF CONTENTS CONTENTS 1. Executive summary 2.

Acknowledgement 3. Contents i ii iii CHAPTER 1: INTRODUCTION 1. 1 1. 2 1.

3 1. 4 Organization and Organizational Chart Facilities Food and Beverage

Department Food Production Department CHAPTER 2: (NAME OF)

CULINARY DEPARTMENT 2. 1 2. 2 2. 3 2. 4 Kitchen brigade Kitchen

equipment Mise en place; daily and promotional events activities performed

... .. e. g. : inter kitchen transfer, buffet set up, event order, requisition,

general cleaning department training, outside catering, etc. 2. 5

Departmental glossaries ... 9 CHAPTER 3: (NAME OF) CULINARY

DEPARTMENT 3. 1 3. 2 3. 3 3. Kitchen brigade Kitchen equipment Mise en

place; daily and promotional events Activities performed e. g. :

inter kitchen transfer, buffet set up, event order, requisition, general

cleaning department training, outside catering, etc. 3. 5 Departmental

glossaries ... CHAPTER 4: CONCLUSION AND RECOMMENDATION 5. 1 5. 2 5. 3

5. 4 Past knowledge Present training and skills acquired Future career paths

and industry development References APPENDICES (as needed)-

below are examples A1: Forms A2: Event orders A3: Photographs A4: Sample

of standardized recipe from each department.