

HNF 445: FOODSERVICE MANAGEMENT PRACTICUM

Fall Semester 2006 & Spring Semester 2007

All student planning to enroll in HNF 445 will need to pre-enroll in the agreed upon section. After pre-enrolling, all students will then register for HNF 445 during the normal registration period.

Enrolling Steps:

1. Successfully complete HNF 440 if taking HNF 445 during Spring Semester. Or, if taking HNF 445 during Fall Semester, take HNF 440 concurrently.
2. Print out the following form and fill it out as accurately as possible. The form is used for placement in a foodservice and also provides the foodservice manager and/or supervisor with background information on you. The completed form is absolutely necessary for enrollment in HNF 445. No exceptions.
3. Return the completed form to Ms. Cherie Perkins in Room 106 Trout FSHN Bldg. Ms. Perkins will pre-enroll you for HNF 445. This must be done during normal March enrollment. Students failing to enroll during March for the following academic year probably will not be allowed into HNF 445, since the course fills quickly and sites must be planned way in advance.
4. Register for HNF 445 during the normal spring registration period, paying tuition for the course. If you do not register nor pay the tuition fees within 10 days for pre-enrollment, your reserved slot in the course will not be held and will be released to another student needing the course.
5. Students failing to enroll during March for the following academic year probably will not be allowed into HNF 445. Space is limited.
6. **Absolutely no students will be allowed to register after 4 weeks before the beginning of each semester, since the instructor needs to negotiate in advance for practicum placements.**

HNF 445 FOODSERVICE MANAGEMENT PRACTICUM

NAME _____ Phone # _____

Local Address _____

Student Number _____ Advisor's Name _____

E-mail _____

Section Preference:

(Mark first and second choice if enrolling during Spring Semester)

_____ Fall Semester, 2nd half of semester

_____ Spring Semester, 1st half, Section 801

_____ Spring Semester, 2nd half, Section 802

Your First Name as it will appear on your class name tag _____

Hall Preference (Check [X] all residence halls that you would like to work in, since not all halls will be available during your section):

| EAST CAMPUS | WEST CAMPUS |
|-------------------|----------------------|
| — AKERS | — BRODY |
| — HOLMES | — CASE |
| — HUBBARD | — HOLDEN |
| — McDONEL | — WEST CIRCLE |
| — OWEN | — WILSON |
| — SHAW | — WONDERS |
| — SNYDER/PHILLIPS | — OFF CAMPUS SITES |
| — MASON/ABBOT | — CAR FOR OFF-CAMPUS |

Reason for Hall Preference (e.g. currently living near chosen hall, easy to walk to that hall, on bus line):

Current Employment: If you are currently working in a MSU foodservice, which hall employs you?

FOODSERVICE EXPERIENCE

List your restaurant and campus, hospital and/or nursing home foodservice experience. Please fill out accurately.

| LOCATION | JOB TITLE & GENERAL RESPONSIBILITIES | LENGTH OF EMPLOYMENT |
|----------|--------------------------------------|----------------------|
| 1. | | |
| 2. | | |
| 3. | | |

List your supervisory and/or management experience in a foodservice setting

| LOCATION | RESPONSIBILITIES | LENGTH OF EMPLOYMENT |
|----------|------------------|----------------------|
| 1. | | |
| 2. | | |

List your experience in planning, executing and evaluating a food event in a foodservice setting.

| LOCATION | RESPONSIBILITIES | LENGTH OF EMPLOYMENT |
|-----------------|-------------------------|-----------------------------|
| 1. | | |
| 2. | | |

List your experience in food and supply procurement in a foodservice setting.

| LOCATION | RESPONSIBILITIES | LENGTH OF EMPLOYMENT |
|-----------------|-------------------------|-----------------------------|
| 1. | | |
| 2. | | |

What has been your most meaningful foodservice experience? (Volunteer or paid employee?)

What do you hope to gain from the MSU Residence Hall Foodservice Experience?

After this form has been reviewed by the course instructor and the hall assignment has been made, the form will be forwarded to your assigned residence hall foodservice manager so he/she can review your foodservice experience before our section begins.