

Andrews University Internship Program of Nutrition & Dietetics Theme Meal/Recipes Rubric

Name: Karen Casey

Date: 9/26/2024

Document	Excellent (5)	Acceptable (4)	Needs improvement (3)	Raw Score	Weight	Final Score
Menu Theme Parameters	A unique theme is identified. All areas are adequately described. Creativity in theme meal planning is evident. Identify effective use of equipment, staff, time constraints and ethical considerations.	A unique theme is identified. Most areas are adequately described. Creativity in theme meal planning is somewhat evident. Use somewhat effectively the equipment, staff, time constraints and ethical considerations.	Theme is not appropriate as a unique occasion. Descriptions are inadequate to visualize theme. Limited or no creativity is evident. Does not use effectively the equipment, staff and doesn't meet time constraints or ethical considerations.		2	0
Menu and/or Recipes	Menu includes all required components. Descriptive and creative wording is somewhat used. Recipes are included for each menu item with sources referenced. Menu and recipes are appropriate for theme and research completed to ensure appropriate for population. Nutrition analysis and nutrition benefits of theme meal are indicated.	Menu includes all required components. Descriptive and creative wording is not used. Recipes are included. Menu and recipes are appropriate for theme research completed to ensure appropriate for population. Nutrition analysis and benefits of theme meal are indicated, but not clear.	Menu does not include all required components. No descriptive or creative wording is used. Some recipes are missing. Sources are not referenced. Menu and recipes may not be appropriate for theme and research not completed to ensure appropriate for population. Nutrition analysis and benefits not indicated.		5	0
Final Standardized Recipes	All recipes are included and compiled in a standardized format.	All recipes are included and compiled in a somewhat standardized format.	All recipes are included but not typed in a standardized format.		6	0
<b>Comments:</b>						
Recipe Costing Forms	A recipe costing form is correctly completed for each recipe utilizing appropriate technology. Recipe costs fit within budget guidelines.	A recipe costing form is mostly correctly completed for each recipe utilizing appropriate technology. Recipe costs fit within budget guidelines.	A recipe costing form is somewhat correctly completed for each recipe utilizing appropriate technology. Recipe costs do not fit within budget guidelines.		2	0
Purchase Order	Purchase order (P.O.) is correctly completed with appropriate food specifications. Total food costs fit within budget guidelines.	P.O. is mostly correctly completed with appropriate food specifications. Total food costs fit within budget guidelines.	P.O. is somewhat correctly completed with some food specifications missing information. Total food costs are slightly over budget guidelines.		1	0
Budget Report	Budget report is complete, receipts are included and all expenses are within budget guidelines.	Budget report is mostly complete, receipts are included and all expenses are within budget guidelines.	Budget report is somewhat complete, receipts are included. Expenses are slightly over budget guidelines.		1	0
Production Schedule	Responsible for the production schedule. Takes initiative to be in the kitchen assisting with prep. Coordinate the overall flow of meal from planning to serving.	Missed some of the steps of the production schedule. Available assisting with prep. Able to coordinate overall flow of meal but needs guidance.	Missed several steps of the production schedule. Available assisting with prep. Able to coordinate overall flow of meal but needs much guidance.		2	0
Theme Meal Evaluation	Prepares a measurable tool to evaluate customer satisfaction. Includes recommendations based on results of the evaluation. Give thank you notes to recognize the skills of each team member.	Prepares a measurable tool to evaluate customer satisfaction. The recommendations were not fully targeting customer satisfaction results. Give thank you notes to recognizes the skills of each team member	The evaluation tool doesn't provide measurable results and recommendations were not acceptable. Give thank you notes to recognizes the skills of each team member.		1	0

10  
25  
30  
10  
5  
5  
10  
5

Total Score: 100 %

**Comments:**  
Passing grade is 80% Karen & Allison both planned a themed meal that was perfect for a K-5 building. The planned food fit with the theme and was very interesting to the students. The items fit many dietary profiles, such as GF and vegetarian. The decorations and theme increased our participation for the by over 30%. Really Great Ideas and presentation

Preceptor signature: Marylynne Bu

Intern signature: 9/26/2024

Date: 9/26/2024