

HMG 1102**Anna Nurse Culinary Workshop Memo Spring 2020**

The Anna Nurse Culinary Workshop is a department-sponsored series of industry-supported workshops that offer students learning opportunities in addition to required course work. Each semester students have a unique opportunity to participate in a series of culinary demonstrations. Current industry professionals, many of whom are alumni, share their expertise with hospitality management students so that trends are explored and highlighted.

Workshops take place on Thursdays from 12:45 - 2:00 PM. The demonstrations are open to all Hospitality Management students and take place in Namm 206.

The Anna Nurse Culinary Workshops are scheduled this semester on the following dates:

- Dates will be on dept. calendar- To be announced

After attending one of the workshops, submit a memo summarizing the workshop following a standard memo format. See example for format. Keep the memo to one page (250 words). Keep in mind that a memo should be succinct but informative. Include the name of the presenter, the subject and manner of the presentation, and any noteworthy details. Briefly state how successful you think it was.

To reserve a space, please go to the department office (Namm 220) during office hours and sign up on the list. To verify attendance, place your name, instructor's name and last 4 numbers of your S.S No. on the back of the reservation card. If you attend all four sessions, you will receive a certificate of recognition. You must attend at least one workshop to receive five (5) points.

For writing assistance, you may use the Atrium Learning Center. Attach the pink slip to your paper if you use the service.

This assignment is worth 5% of your final grade.

Assignment Due Date:

Week 14: May 14



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From: Your Name
To: Prof. Michael Krondl
Date: Month day, year
Subject: **Anna Nurse Culinary Workshop**

See handout for more details. Keep the memo to no more than one page. You do not need a cover page or references.