



CULINARY ARTS INSTITUTE
FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM
FSMGMT 108 - INTERNSHIP/EXTERNSHIP
SYLLABUS
FALL 2013

Section: 0264
Units: 3
Location: Culinary Arts Institute Building – Rm. 232
Hours: Monday
Lecture – 12:10pm-1:05pm
Textbook: Creating Your Culinary Career – Chef Ronald Hayes
Chef Instructor: Chef Martin Gilligan
Phone: 818.364.7721
Email: gilligma@lamission.edu
Office Location: Culinary Arts Institute Building – Rm. 217
Office Hours: By Appointment or Before Class

PREREQUISITE: FSMGMT 050 - Sanitation & Safety, FSMGMT 101 - Food Production I and FSMGMT 021 - Nutrition

WHAT ARE STUDENT LEARNING OUTCOMES?

Student Learning Outcomes (SLO's) focus on designing curriculum around answering this question:

- What will a student be able to DO in his/her multiple roles with what he/she learns in the course?
- When instruction focuses on SLO's the learning process is more learner centered and more relevant to a student's life.

STUDENT LEARNING OUTCOMES:

As a result of completing this course, students will:

- Know how to present successfully in a job interview.
- Present a resume and portfolio at a job interview to secure the desired position.
- Apply internet research skills utilized in the Internship class to secure the job market and perform successfully at the selected internship site.

COURSE DESCRIPTION: This course provides supervised fieldwork experience in the industry and gives hands-on training in food service/commercial, hotel and restaurant establishments. Students learn skill required for job competence and field for is required and mandatory.

INSTRUCTIONAL METHODS: In the Internship/Externship course, theories and techniques are discussed by the chef instructor. Project Based Learning (PBL) method is administered and assigned by the chef instructor of record and students work individually or as a group to perform tasks or projects that will be presented in class such as videos, PowerPoint presentations, etc. Students also engage in the discussion and will present a portfolio to successfully pass the course. Periodic use of videos, Multi-media presentations and guest speakers augment the curriculum.

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PROJECT-BASED LEARNING: Project-Based Learning (PBL) is an instructional approach built upon realistic learning activities. PBL engages student's interest and motivation while helping the student recognize the projects significance.

OBJECTIVES:

Prepare a resume and application to send to a potential externship site. Internships will be completed internally working at The Servery, Teacher's Assistants, Purchasing & Receiving, Catering Opportunities, Executive Dining Room, CAI Organic Herb & Farm Garden, Café Cart and any areas within the Culinary Arts Institute that a student is needed. Externships are hotels, restaurants, food service/commercial establishments where the student will find an externship opportunity or the chef instructor can suggest places to extern. It is the student's responsibility to find an externship location NOT the chef instructor's!

- Evaluate the internship/externship experience in relation to your career objectives in your chosen industry.
- Compare & contrast the theoretical classroom knowledge of your major principles with actual work-site application.
- Setup a network of contacts in your chosen industry.
- Formulate solutions to conflict situations discussed at the weekly problem solving session.
- Create a portfolio.
- Apply internet research techniques to the process of a job search.
- Develop marketable cover letter, resume, references, thank you letter.
- Apply effective communication skills and human relations
- Complete internship/externship paperwork

DIETARY SERVICES SUPERVISOR (DSS) OBJECTIVES:

- Apply knowledge learned in the DSS program in a supervised field experience.
- Practice duties of a dietary services supervisor.

DIETARY SERVICES SUPERVISOR (DSS) STUDENT LEARNING OUTCOMES:

As a result of completing this course, students will:

- Identify the role and limitations of Dietary Service Supervisors.
- Identify the major characteristics and rationale of commonly used therapeutic diets.
- Design menus to meet the therapeutic needs of patients of various disease states.

UNIFORM CODE: Students must be in proper CAI school uniform at all times. Black skull caps and bistro aprons are necessary only if food is being prepared. By law, students must wear appropriate attire in the food production laboratory. It is the student's responsibility to be dressed in clean, proper attire for all lab periods. If you are not dressed appropriately/complete uniform, you will not be admitted to class, and you will be given an absence for the day. If you are passing through or working in the kitchen, you must be in uniform. NO EXCUSES!

COMPLETE UNIFORM:

- White Chef Coat, white bistro apron, black skull cap, neckerchief/cravat (red or blue) heavy non-slip black shoes with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. Student will be sent home and marked absent if not in full uniform.
- No nail polish, faux nails or rings. Wedding band okay. Nails must be trimmed and short. No excuse.
- No sweaters or hoodies under the chef coat. Wear white thermal long sleeve shirts instead.
- No earrings (studs ok), nose rings or facial piercings.
- Completely clean shave or beard and mustache trimmed neat to ¼ inch in length. You will be sent home if you have not shaved and can only return if you have shaved.

ATTENDANCE: Culinary Arts Institute's attendance policy approximates the expectations found in a working situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the culinary arts and hospitality industries. At the time the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Culinary Arts Institute @ LAMC consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured.

MISSED WORK: If a student arrives late to class, and a test is still in progress, the student may take the test with no penalty. If a student misses a test or an assignment, the test/assignment will have ten (10) points deducted from the score. The student must contact his/her chef instructor to arrange to make-up the test/assignment prior to his/her return to the next scheduled class. If a student does not contact the chef instructor to make-up the test assignment before the day he/she returns to the next scheduled class, the student will receive a zero (0) for the test/assignment.

SPECIAL CATERING EVENT: Occasionally as part of your learning environment in the Culinary Arts Institute, you will be asked to participate in food preparation and cooking for catering events for the college. This enhances your experience in the kitchen and makes you a stronger culinary arts student.

CAMPUS PARKING: Students must park in the Student Parking levels and not in the Faculty/Staff parking level. Your cooperation on this is greatly appreciated. Valid Faculty/Staff parking permit is required to park in the Faculty/Staff parking area. Any student found parked in Faculty/Staff parking area will be subject to getting a parking ticket and/or towed at the expense of the student.

This Fall 2013 semester we have the following events:

This fall 2013 semester we have the following events and attendance is mandatory:

Olive Festival at the Carriso Park September 21 & 22, 2013 from 12:00am / 8:00pm

Alumni Dinner at the Arroyo Room September 28, 2013 from 4:00pm / 10:00pm

We have a tentative event for the month of October, detail will follow.

Raw-Vegan-Gluten Free & Supper Foods Work shop November 11, 2013 from 11:00am/2:00pm

IFSEA Grand Ball November 23, 2013 form 4:00 /10:00pm, three course meal professional attire.

We have a tentative event for the month of December, details will follow.

GRADING SCALE:

90-100 = A

80-89 = B

70-79 = C

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60-69 = D
59 ≤ = F

CONDUCT:

It is the chef instructor's responsibilities to lecture, teach and be available to his students for counsel when needed or desired; the students responsibility is to listen, learn, participate in class learning activities, and learn how to learn. Students have the right to expect professionalism from the instructor, and the instructor has the right to expect courteous attention from the student. The above statement is in no way intended to suppress free discussion of the subject at hand. When such discussions occur however, they will be moderated by the instructor.

The College has directives against eating, drinking, and smoking in class, or the bringing of food or drink into the classroom. We will abide by this relation.

Attention is finally invited to the fact that the College has rules against cheating and plagiarism. To this end, it is everybody's responsibility to prevent such actions from occurring. Since each student is graded competitively in relation to every other student in the class, students must neither give to nor receive aid from another student during an examination, nor should they tolerate those who do. Regardless of intentions, never be seen doing what a cheater would do. Such action could easily be misinterpreted.

REQUIRED TEXTBOOK:

Creating Your Culinary Career, Hayes, ISBN: 978-1-118-11684-5

REQUIRED TEXTBOOK FOR EXTERNSHIP STUDENTS (CHOOSE ONE) FINAL PAPER DUE:

Letters to a young chef – Author: Daniel Boulud - ISBN: 0-465-00777-5

The Sorcerer's Apprentices – A Season in the Kitchen at Ferran Adria's ElBulli - Authors: Lisa Aben - ISBN: 978-1-4391-7555-2

Recommended Reading:

101 Things I Learned™ in Culinary School – Author: Louis Eguaras - ISBN: 978-0-446-55030-7

ASSIGNMENTS & EVALUATION:

1. Career Action Assignments	=	100
2. Resume	=	50
3. Cover Letter	=	50
4. Thank you Letter	=	50
5. PBL Projects (3/50 each)	=	150
6. Externship Reports	=	250
7. Portfolio	=	250
8. <u>Attendance</u>	=	<u>200</u>
Total Points	=	1000

RESOURCES & SUPPLIES:

Notebook, 2" binder, plastic sleeves, instant-read thermometer, and a digital camera as needed.

STUDENTS WITH SPECIAL NEEDS: If you have any health impairments that require regular medication, or any disability that might affect your performance in the class or lab, and would like your chef instructor to make special accommodations, please call our campus Special Services Director at 818-364-7734 as soon as possible. They will help you arrange special accommodations for your classes. The special needs of each student are met, in part, by:

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1. Group discussion at the “peer” level, providing for the interchange of ideas
2. Reading materials supplementing the required text material
3. Availability of the teacher for personal interviews and referral to appropriate community resources as indicated.

IMPORTANT:

THE SYLLABUS IS SUBJECT TO CHANGE ACCORDING TO LA MISSION COLLEGE SCHEDULE, FACULTY FUNCTIONS AND PRODUCT/INGREDIENT AVAILABILITY.

IMPORTANT INFORMATION: Class hours must be adhered to. A student who misses more than 3 absences may be dropped by the instructor, but it your (THE STUDENT) responsibility to drop or withdraw from the class. Continued tardiness will affect your attendance (3 tardy = 1 absence). If there is an emergency, the chef instructor can be contacted by phone or by email so that arrangements can be made.

Success Tips from Chef Gilligan:

- SHOW UP TO CLASS!
- Bring your books to every class
- Read the chapters prior to attending class in advance and review thoroughly
- Do not read other class’s books in any Culinary Arts class. I will take it away and sell it on eBay!
- HAVE FUN! LEARN!

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 COURSE OUTLINE FALL 2013

Please note that the schedule below may be subject to change.

WEEK 1	DATE	TOPIC	ASSIGNMENTS
Day 1 MON	8/26	First Day! Introductions; Class Objectives; Course Outline; Syllabus; Class Assignments & Readings; Expectations; Final Project Portfolio ----- - Overview Career Portfolios - Hard Copy & Web-Based - Interview Marketing Tool Kit - Demo finished example of each	Homework: - Read Ch 1 – A Culinary Career - Discussion next class
WEEK 2	DATE	TOPIC	ASSIGNMENTS
Day 2 MON	9/2	HOLIDAY: Labor Day – NO CLASS Discuss the following: - Daily Job Search Organizer - Your Career Management Files Binder - Self-Esteem Action Plan - Proactive Success Action Plan	Homework: - Read Ch 2 – Know What Employers Expect - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 3	DATE	TOPIC	ASSIGNMENTS
Day 3 MON	9/9	Discuss the following: - Employer/Employee Relationship and Expectation - Internet research and In-Demand Jobs - Workplace Skills and Competencies profile - Career Competencies Inventory	Homework: - Read Ch 3 – Know Yourself to Market Yourself - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 4	DATE	TOPIC	ASSIGNMENTS
Day 4 MON	9/16	Discuss the following: - Education, Training and Activities Inventory - Experience and Skills Inventory - Potential Job References - Values, Preferences, Personal Qualities Inventory - Self-Assessment and Career Planning Online - My Career Target - Job Qualifications Profile	Homework: - Read Ch 4 – Your Winning Network - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 5	DATE	TOPIC	ASSIGNMENTS
Day 5 MON	9/23	Discuss the following: - Your Personal Support System - Job Search Network List - Internet Research on Networking Tips and Etiquette - Career Information Survey Questions - Career Information Survey	Homework: - Read Ch 5 – Research Careers and Find Job Leads - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 6	DATE	TOPIC	ASSIGNMENTS

Day 6 MON	9/30	Discuss the following: <ul style="list-style-type: none"> - Develop Your Career-Related Vocabulary - Explore Company Websites - Internet Research on Job Listings and Career Information - Job Leads Source List 	Homework: <ul style="list-style-type: none"> - Read Ch 6 – Resumes - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 7	DATE	TOPIC	ASSIGNMENTS
Day 7 MON	10/7	Discuss the following: <ul style="list-style-type: none"> - Objective and Profile Statement - Resume Outline - Resume Power Words and Keywords - Resume Draft - Resume Evaluation - Final Print Resume - Electronic Resume Formatting 	Homework: <ul style="list-style-type: none"> - Read Ch 7 – Job Applications and Cover Letters - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 8	DATE	TOPIC	ASSIGNMENTS
Day 8 MON	10/14	Discuss the following: <ul style="list-style-type: none"> - Completing an Employment Application - Internet Research on Cover Letter Strategies - Cover Letter Outline and Draft - Final Cover Letter 	Homework: <ul style="list-style-type: none"> - Read Ch 8 – Interview Essentials - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 9	DATE	TOPIC	ASSIGNMENTS
Day 9 MON	10/21	Read the following: <ul style="list-style-type: none"> - Internet Research on Dressing for Job Interviews - Body Language Self-Inventory - Internet Research and Business Etiquette - Create Your 60-seconds Commercial - Action Plan for Core Areas of Successful Interviewing 	Homework: <ul style="list-style-type: none"> - Read Ch 9 – Ask For and Get The Interview - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 10	DATE	TOPIC	ASSIGNMENTS
Day 10 MON	10/28	Discuss the following: <ul style="list-style-type: none"> - Develop Your In-Person Request for an Interview - Develop and Practice Your Telephone Request for an Interview - Internet Research Strategies for Getting Interviews 	Homework: <ul style="list-style-type: none"> - Read Ch 10 –Interview Styles and Questions - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 11	DATE	TOPIC	ASSIGNMENTS
Day 11 MON	11/4	Discuss the following: <ul style="list-style-type: none"> - Research Interview Styles - Internet Research on Interview Question-and-Answer Tips 	Homework: <ul style="list-style-type: none"> - Read Ch 11 – Interview Like a Pro - Complete all Career Action Assignments due next Thursday - Discussion next class
WEEK 12	DATE	TOPIC	ASSIGNMENTS
Day 12 MON	11/11	HOLIDAY: Veteran's Day – NO CLASS Discuss the following:	Homework: <ul style="list-style-type: none"> - Read Ch 12 – Following Up & Negotiating Offers
WEEK 13	DATE	TOPIC	ASSIGNMENTS
Day 13 MON	11/18	Discuss the following: <ul style="list-style-type: none"> - Internet Research on Salary Information 	Homework: <ul style="list-style-type: none"> - Read Ch 13 – Handling Rejection - Complete all Career Action Assignments due

		<ul style="list-style-type: none"> - Salary and Benefits Planning Sheet - Planning for Dealing with Job Offers 	next Thursday - Discussion next class
WEEK 14	DATE	TOPIC	ASSIGNMENTS
Day 14 MON	11/25	Discuss the following: <ul style="list-style-type: none"> - Internet Research on Handling Job Search Rejection - Action Plans for Improving Your Job Search Campaigns 	Homework: <ul style="list-style-type: none"> - Read Ch 14 – Take Charge of Your Career - Complete all Career Action Assignments due next Thursday - Discussion next class HOLIDAY: Thanksgiving – 11/28 to 12/1
WEEK 15	DATE	TOPIC	ASSIGNMENTS
Day 15 MON	12/2	Discuss the following: <ul style="list-style-type: none"> - Internet Research on Career and Job Success Tips - Job Performance Evaluation - Research Success Tips for Your Industry 	Homework: <ul style="list-style-type: none"> - Portfolio due
WEEK 16	DATE	TOPIC	ASSIGNMENTS
Day 16 MON	12/9	FINALS – Final Portfolio Submission	

HOLIDAYS (College CLOSED)

Labor Day-September 2 Veteran’s Day-November 11 Thanksgiving-November 28 to December 1

GENERAL CALENDAR DATES

Applications Accepted Year Round
 Assessment and Orientation Year Round
 Residency Determination Date August 25
 DAY AND EVENING CLASSES BEGIN August 26
 Saturday classes begin August 31
 Last day to petition for Credit/No-Credit October 4
 Deadline to petition for Fall 2013 Graduation... October 18
 Classes End December 7
 FINAL EXAMS December 9-14
 Semester ends December 15

PRIORITY Registration Dates:

Enrollment is ONLINE and BY APPOINTMENT ONLY

(You may not register before your appointment date and time.)

EOPS, DSPS Foster Youth and Veterans May 2 to May 5
 Continuing Students May 6 to May 28
 New and re-entering students May 29

ADD Dates

Late ADDs are not permitted

Deadline to add full term (semester length) classes September 6
 Last day to add an audit September 6
 Last day for Section Transfer September 6

NOTE: The deadlines listed on this page are for full-semester 16 week classes.

Contact the class instructor for deadlines on late start, short-term, and special program classes.

DROP Dates

(16-week classes)) – All classes must be dropped ONLINE ONLY

Drop classes without receiving a “W” with refund September 8*

Drop classes without incurring fees or with a refund

(Registration/parking/non-resident fees –16 wks semester length classes) September 8*

PLEASE NOTE: This is an earlier and revised deadline. A “W” will appear on your transcript record after this date.

This is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals.

Drop classes with a “W” -

Letter grade is required after this date and forward - November 17

*PLEASE NOTE: The District required earlier and revised deadlines starting Summer 2012. A “W” will appear on your transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. (See Important Notice, page 3)

YOU MUST DROP THE CLASS YOURSELF ONLINE OFFICIALLY on or before November 17, 2013. Failure to do so may result in a grade of “F” in that class

NOTE: Remember to check this spring 2014 Schedule and register early! Classes may be cancelled due to low enrollment or classes may be full and closed. There are no “wait lists” available at LA Mission College.

COLLEGE RESOURCES FOR STUDENTS

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: <http://www.lamission.edu/admissions/>

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit <http://www.lamission.edu/assessment/>

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit <http://eagleslanding.lamission.edu/default.asp>

Counseling Department Office: For appointments and information call 818-364-7655 or visit <http://www.lamission.edu/counseling/>

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit <http://www.lamission.edu/dsps/>

Extended Opportunity Programs and Services (EOPS): For appointments, eligibility and information call 818-364-7645 or visit <http://www.lamission.edu/eops/>

Financial Aid: For information and applications call 818-364-7648 or visit <http://www.lamission.edu/financialaid/>

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit <http://www.lamission.edu/library/>

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/

WHAT IS AN INTERNSHIP? WHAT IS AN EXTERNSHIP?

An Internship is an opportunity for a student to apply the knowledge and skills gained from the culinary arts studies to a planned and supervised work experience within the Culinary Arts Institute Building. One Hundred and Eight hours (108) are required. Culinary Arts students who have never taken this course before will fall under this category. Internship Students will be assigned a rotational schedule within the Culinary Arts Institute's many food service departments – Catering, The Servery, Cappuccino Cart Service, Purchasing & Receiving, and Teacher's Assistant. You will rotate through all these departments during the semester and complete 108 hours or more in doing so.

An Externship is an opportunity for a student to apply the knowledge and skills gained from the culinary arts studies to a planned and supervised work experience within an "Approved Externship Site." One Hundred and Eight hours (108) are required to pass the class. Culinary Arts students who have taken this course previously will fall under this category. Speak with your Externship Chef Instructor regarding many opportunities with externships at many restaurants and resorts in the Greater Los Angeles area.

HOW CAN AN INTERNSHIP OR EXTERNSHIP HELP YOU?

- Provide the opportunity to apply kitchen and classroom theory to hands-on situations in the work place.
- Explore different career options. Determine if a particular career meets a student's personal and vocational expectations
- Develop and expand the student's knowledge of and/or skills needed for careers in industry, business, marketing, sales, government, education, community involvement, professional organizations, public interest groups, and human services.
- Fulfill the requirement for one hundred and eight hours minimum of supervised work experience.
- Provide work-experience and credibility in the student's chosen field
- Improve basic work skills and professional competence
- Obtain useful references for use when seeking full-time employment after graduation
- Gain contacts which could possibly lead to full-time employment
- Obtain the competencies needed to succeed in this industry.

Mise en Place for Internship/Externship:

1. Resume & Cover Letter:

Applying for an externship requires the same procedures, professionalism, organization and follow-up for a job. You must submit a resume and cover letter stating your objective for each potential site.

2. Determine Your Personal Goals:

- Determine what type of setting is going to be beneficial toward your achieving your own personal career goals.
- You can use traditional opportunities such as hotels and resorts, or restaurants.
- Or you can use non-traditional opportunities such as; Media, (Newspapers, Magazines or Television), Wineries, Corporate / retail/ Wholesale food service companies etc.
- Determine your personal requirements for Wage requirements, Travel expenses, Housing and availability and location, and Transportation.
- If you are going abroad please provide the necessary documentation for that specific country; Passport and work/student visa, Language skills etc.

3. Apply to Sites On Your Own:

- Forward your resume and cover letter to numerous sites via fax, mail or in person to the Executive Chef or Human Resources.
- Follow up with a phone call a few days later. Be aggressive and timely in your search.

4. Site Agreement:

- Once you have selected a site, review and complete the Site Agreement with your Externship Supervisor and submit the completed Site Agreement, Supervisor Data Sheet to the Externship Instructor.
- If you select an alternative site, it is YOUR responsibility to notify your “current” assigned externship sponsor. Two week notice is required. Failure to provide timely notification to the site will prohibit you from earning course credits at an alternative site. All changes must be submitted in writing to the Externship office.

6. Internship/Externship Hours:

- Every week you are required to submit a Internship/Externship Time Sheet to your chef instructor via email as a PDF or JPEG. The original document will be submitted during class and these documents are part of your externship portfolio.
- You are to state the number of days and hours you work each week and it must be signed by your Externship Supervisor.

7. Supervisor Evaluation and Student Reflective Journal:

- Supervisor Evaluation must accompany your final Externship Time Sheet and will be the final addition to your externship requirements (30% of your final grade).
 - Student Reflective Journal must accompany your time sheet on weekly basis
- Please remember your due dates and adhere to the deadlines of your graduation date.

INTERNSHIP/EXTERNSHIP PROPERTY REQUIREMENTS

To ensure that interns/externs will be a positive experience for both the students and the host property the following requirements have been established:

1. All properties must be an “Approved Externship Site” (see list below) and well-established management practices, and be financially sound and have a reputation for quality.
2. The food and service should be appropriate for the education process and style of the training that will take place. The actual training will involve one-on-one contact with the property supervisor.
3. A rotational training schedule for the internship/externship is important to ensure that both the property and intern/extern have clear and accurate expectations for the experience.
4. Must be able to meet student’s needs to complete the culinary and baking competencies needed for students to pass the course.
5. Must not be the student’s place of employment.

To qualify as a site supervisor one of the following conditions must be satisfied with evidence to support the qualification.

- A degree or certificate in culinary arts, patisserie and baking, or hospitality/restaurant management
- ACF-Certified Chef de Cuisine, Executive Chef, Master Chef, Culinary Educator, Culinary Administrator or other nationally recognized culinary certification.
- Working Chef with at least Five years experience in Food and Beverage or Pastry
- Restaurant Manager in charge with at least Five years experience in Food and Beverage

Contact Information

If you have any questions or comments, please do not hesitate to contact me at:

Chef Martin Gilligan CEC, MCFE

Chef Instructor

818.364.7797

Email: gilligma@lamission.edu

Approved Externship Sites:

1. Tournament Players Club Valencia
Contact : Chef Daniel Otto, Executive Chef
26550 Heritage View Lane. Valencia, CA 91381
Phone : 661.288.1995, ext. 108
Email : dotto@tpcatvalencia.com
2. Salt Creek Grille Catering
Contact : Chef Tamra Levine, Director of Catering
24415 Town Center Drive, Ste. 115, Valencia, CA 91355
Phone : 661.222.9999
Cell : 661.510.9406
Email : tlevine@saltcreekgrille.com
3. Marriott Hotel & Resorts
Contact : Alea LeBlanc, Human Resources Director
Warner Center Marriott - 21850 Oxnard Street, Woodland Hills, CA 91367
Phone : 818.227.6161, ext. 6178
Email : aleblanc@warnercentermarriott.com
4. Frank's Famous Kitchen & Bakery
Contact : Chef Roger Frey, Executive Chef/Owner
3315 N. Verdugo Road, Glendale/Montrose
Phone : 818.249.6100
Email : franksfamouskitchenandbakery@yahoo.com
5. Universal Studios
Contact : Chef Eric Kopelow, CEC, Corporate Executive Chef
100 Universal City Plaza, 6528, Universal City, CA 91608
Phone : 818.622.3796
Email : eric.kopelow@nbcuni.com
6. Montage Beverly Hills
Contact: Chef Roger Eggleston, Executive Sous Chef
225 Canon Drive, Beverly Hills, CA 90210
Email: Reggleston@montagehotels.com
7. Chartwells Catering (a Compass Group Affiliate)
Contact : LeeAnn Frame, Director of Catering
West Ranch High School – Hart School District
26255 W. Valencia Blvd., Valencia, CA 91381
Phone : 661.644.1914
Email: lframe@hartdistrict.org
8. Robinson Ranch Golf Club
Contact : Chef Efren Gonzalez, Executive Chef
27734 Sand Canyon Rd, Santa Clarita, CA 91387
Phone: 661.252.8484
Email: efrengonzalez@robinsonranchgolf.com
9. Hyatt Regency Hotel – Valencia, CA
Contact : Chef Rolf Rothen, Executive Chef
24500 Town Center Drive, Valencia, California, USA, 91355
Phone: 661 799 1234
Email: rolf.rothen@hyatt.com

Approved Externship Sites: (Continued)

10. Granville Cafe
Contact: Darrin Cockle, Manager of Kitchen Systems
16133 Ventura Blvd. Ste 1085
Encino, CA 91436
Phone: 818-620-9765
Email: dcockle@granvillecafe.com

11. Tequilas Cantina & Grill
Contact: Chef Carlos Rivera, Executive Chef
4310 West Magnolia Boulevard, Burbank, CA 91505
Phone: 818.900.3138
Email: events@tequilascantina.com

12. Sodexo Retail & Culinary Services
Contact: Chef Gustavo Vega
405 N. Bella Vista Ave., Suite 100, Pasadena, CA 91107
Phone: 626.437.4172
Email: gustavo.vega@sodexo.com

13. The Huntington Library – Tea Room & Café
Contact: Mike Carver, General Manager
1151 Oxford Road, San Marino, CA 91108
Phone: 626.405.2246