

# CULINARY ARTS INSTITUTE CULINARY ARTS PROGRAM CLN ART 155 – CHEFS TRAINING FOR APPRENTICESHIP II SYLLABUS FALL 2014

Section: 0475 Units: 2

Location: Culinary Arts Institute Building – Rm. 232 Hours: Wednesdays; Lecture – 2:25pm-3:20pm

Textbook Main textbook: The Chef Manager, 2nd Ed., ISBN: 978-0131189133

Chef Instructor: Chef Jesse Sanchez, CEC

Phone: 818-364-7148

Email: sanchejs@lamission.edu

Office Location: Culinary Arts Institute Building – Rm. 217

Office Hours: By Appointment or Before Class

**PREREQUISITE:** CLN ART 101 – Culinary Fundamentals I

# 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:

- Apply what they have learned in their culinary arts courses to their externship work within food service, catering, fine dining, commercial service, hotel and restaurant establishments.
- Appraise their ability to work with various types of specialized ingredients, tools, equipment, and procedures within their externship site.
- Evaluate and assess the food safety procedures and restaurant laws.

<u>COURSE DESCRIPTION</u>: Provides supervised externship opportunity within a selected outside restaurant, hotel or food service establishment who supports the Culinary Arts Institute program. This is a supervised fieldwork experience in the industry and gives hands-on training in food service, catering, fine dining, commercial service, hotel and restaurant establishments. Students learn skills required for job competence.

<u>INSTRUCTIONAL METHODS:</u> In the Internship 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. Guest Speakers are invited to present.

**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, Offsite 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

<u>UNIFORM CODE:</u> Students must be in proper CAI school uniform at all times. Black skull caps and bistro aprons are necessary <u>only</u> 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 EXCEPTIONS OR EXCUSES!

# **Complete Uniform:**

White Chef Coat, <u>red</u> neckerchief/cravat, white apron, black skull cap, heavy non-slip black shoes with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. <u>Student</u> <u>will be sent home and marked absent if not in full uniform. If the Bookstore does not have the necessary items you need to be in full uniform, you will still be sent home and marked absent.
</u>

- No nail polish, faux nails or rings. Nails must be trimmed and short. No excuse.
- No earrings, nose rings or facial piercings in the kitchen.
- No hoodies or sweaters under the chef coat. If you are cold, wear white thermals under the chef coat.
- 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. If you have a beard you must purchase a beard guard and wear in the kitchen during production times.

<u>ATTENDANCE:</u> 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.

<u>DIETARY SERVICE SUPERVISOR STUDENTS:</u> All students taking any Culinary Arts class are subject to the same principals and guidelines. Students will learn to ensure that all foods are served by methods that conserve nutritive value, flavor and appearance and all foods are prepared in a form designed to meet individual needs. All substitutions should be similar nutritive value. Student's competency will be demonstration and evaluated by the Registered Dietitian/Professor.

<u>STUDENTS WITH SPECIAL NEEDS:</u> 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:

- 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.

**EVALUATION METHODS:** Grading is based upon weekly class assignments, participation, quizzes, Internet assignments and a final examination. Attendance and participation in class will also be evaluated.

<u>CAMPUS PARKING:</u> 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

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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.

# **GRADING SCALE:**

90-100	= A
80-89	= B
70-79	= C
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:**

The Chef Manager, 2nd Ed., ISBN: 978-0131189133

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

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

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

# **ASSIGNMENTS & EVALUATION:**

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

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# **RESOURCES & SUPPLIES:**

Notebook, 2" binder.

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The special needs of each student are met, in part, by:

- 4. Group discussion at the "peer" level, providing for the interchange of ideas
- 5. Reading materials supplementing the required text material
- 6. 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.

<u>IMPORTANT INFORMATION</u>: 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 (2 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.

### **GENERAL CALENDAR DATES**

Online Applications Accepted	. Year Round August 31 . September 2 September 6 September 12 September 12
FINAL EXAMS	December 15 to 20
PRIORITY Registration Dates - Enrollment is by appointment ONLY, through the Internet. (You may not register before your appointment.)	
CalWORKS, EOPS, DSPS, Foster Youth and Veterans	•
Continuing Students	
New and re-entering students	June 3
ADD Dates - Late ADDs are not permitted	
Deadline to add online	•
Deadline to add full term (16-week) classes in person	
NOTE: Short Term and Late Start classes have different Add & Drop deadlines. Please check v DROP CLASSES ON-LINE ONLY (16-week classes)	•
Drop classes without receiving a "W" with refund (By Internet only)	. September 14*
(Registration/parking/non-resident fees/semester-length classes)	
(By Internet only)	September 14*
(By Internet only)	November 23

<sup>\*</sup>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.

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before November 23, 2014 (by Internet only). Failure to do so may result in a grade of "F" in that class.

LATE ENROLLMENT: The college reserves the right to cancel or extend late enrollment for reasons relating to student enrollment, level of financial support, or any other reason at the discretion of the LACCD (District) and Los Angeles Mission College. FOR THOSE WITH DISABILITIES, ALTERNATE FORMATS OF THIS SCHEDULE ARE AVAILABLE BY CALLING 818.833.3313

HOLIDAYS (College CLOSED): Labor Day – September 1; Veteran's Day – November 11; Thanksgiving – November 27 to 30; Winter Holiday - December 18<sup>th</sup> to February 16<sup>th</sup>

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.

# **Success Tips from Chef Sanchez:**

- 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!

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# HAVE FUN! LEARN!

# **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/

# CULINARY ARTS INSTITUTE CULINARY ARTS PROGRAM

# **CLN ART 155 – CHEFS TRAINING FOR APPRENTICESHIP II**

# WEDNESDAYS – 2:25pm – 3:20pm COURSE OUTLINE FALL 2014

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

WEEK 1	DATE	TOPIC	ASSIGNMENTS
Day 1	9/3	First Day! Introductions; Class	
WED		Objectives; Course Outline; Syllabus;	
		Class Assignments & Readings;	
		Expectations; Final Project Portfolio	
WEEK 2	DATE	TOPIC	ASSIGNMENTS
Day 2 WED	9/10	Establishment for Internship II	Introduction of reports
WEEK 3	DATE	TOPIC	ASSIGNMENTS
Day 3 WED	9/17	Establishment updates	Completed reports turned in
WEEK 4	DATE	TOPIC	ASSIGNMENTS
Day 4 WED	9/24	Establishment updates	Completed reports turned in
WEEK 5	DATE	TOPIC	ASSIGNMENTS
Day 5 WED	10/1	Establishment updates	Completed reports turned in
WEEK 6	DATE	TOPIC	ASSIGNMENTS
Day 6	10/8	Establishment updates	Completed reports turned in
WED		Schedule a visit	
WEEK 7	DATE	TOPIC	ASSIGNMENTS
Day 7	10/15	Establishment updates	Completed reports turned in
WED		Schedule a visit	
WEEK 8	DATE	TOPIC	ASSIGNMENTS
Day 8 WED	10/22	Establishment updates Schedule a visit	Completed reports turned in
WEEK 9	DATE	TOPIC	ASSIGNMENTS
Day 9	10/29	Establishment updates	Completed reports turned in
WED		Schedule a visit	
WEEK 10	DATE	TOPIC	ASSIGNMENTS
Day 10	11/5	Establishment updates	Completed reports turned in
WED		Schedule a visit	
WEEK 11	DATE	TOPIC	ASSIGNMENTS
Day 11	11/12	Establishment updates	Completed reports turned in
WED		Schedule a visit	
WEEK 12	DATE	TOPIC	ASSIGNMENTS
Day 12 WED	11/19	Establishment updates Schedule a visit	Completed reports turned in
WEEK 13	DATE	TOPIC	ASSIGNMENTS

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Day 13	11/26	Establishment updates	Completed reports turned in
WED		Schedule a visit	
WEEK 14	DATE	TOPIC	ASSIGNMENTS
Day 14	12/3	FINALS – Final Portfolio Submission	
WED			
WEEK 15	DATE	TOPIC	ASSIGNMENTS
Day 15	12/10	FINALS – Final Portfolio Submission	
WED			
WEEK 16	DATE	TOPIC	ASSIGNMENTS
Day 16	12/17	FINALS – Final Portfolio Submission	
WED			

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

# CLN ART 155 Chefs Training for Apprenticeship II (Externship) Chef Jesus Sanchez, CEC Chef Instructor

# WHAT IS AN INTERSHIP II (EXTERNSHIP)?

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 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 Apprenticeship II (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. Externship Hours:

- Every week you are required to submit an 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 <u>final</u> 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 <u>weekly</u> basis Please remember your due dates and adhere to the deadlines of your graduation date.

# Apprenticeship II Agreement

OVERVIEW		
The CLNART 155 – Che	efs Training in Apprenticeship II (E	kternship) is a required course, in which the
student applies the co	ncepts and competencies learned	while in school in a real world environment,
under the supervision	of an industry professional. It is t	he Student's responsibility to secure an
•		nis by providing the student with information and
•	•	ne Student will be granted 4 academic credit
•		net during the student's time at the
Internship/Externship	location.	
SECTION I - STUDENT'	S INFORMATION	
Student Name:		Program: Culinary Arts Program
Street Address (While	on Externship):	
City:	State:	Zip Code:
Phone:	Alt. Phone:	E-mail:
SECTION II – INTERNSI	HIP SUPERVISOR INFORMATION_	
Business Name:		
Supervisor Name:		Title:
Street Address:		
City:	State:	Zip Code:
Phone:	Fax:	E-mail:
Student's Position:		Start Date:
Is this position (circle o	one): Full-time (20+ hrs/week) P	art-time (10 hrs/week)
•	ration for timely completion is $100$	•
o.	, compression is 200	
Supervisor please che	ck all your qualifications that app	ıly
A degree or cer	rtificate in culinary arts, patisserie	and baking, or hospitality/restaurant
manageme		
	·	aster Chef, Culinary Educator, Culinary
	tor or other nationally recognized	•
	with at least Five years experience	
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<b></b>	Manager in charge with at least Five years experience in Food and Beverage
SECTION	N III – EXTERNSHIP TERMS AND CONDITIONS
l. 1	The School agrees to:
a.	Advise the Student and/or Supervisor before and during the internship/externship if necessary.
b.	Follow the progress of the Student via reports and/or contacting the site supervisor.
c. d.	Grant the student 4 academic credit hours upon successful completion of the externship.  Be completely responsible for the student and will not hold externship site liable of any injuries or damages
u.	incurred by the student while working at the externship site. The student will be responsible to carry insurance
	provided by the school and will be completely liable for the liability insurance.
II. 1	Γhe Internship/Externship Site agrees to:
a.	Provide a challenging and rewarding environment allowing the student to demonstrate their culinary and/or pastry and baking skills.
b.	Provide guidance and direction to the student.
C.	Work with the student to develop a schedule that includes rotational and progressive tasks.
d. e.	Sign the student's timesheet verifying the hours worked.  Complete evaluations and review them with student.
f.	Provide the students hours totaling a minimum of 108 hours over a 16 week period.
g.	Contact the Internship/Externship Chef Instructor immediately if the student quits or is terminated during the 16 week externship.
h.	Be an equal opportunity employer and comply with all labor laws.
III. 1	The Student agrees to:
a.	Complete the required minimum of 108 internship/externship hours AND the 16 week semester.
b.	Follow all of the policies, rules, and regulations established by the internship/externship site.
c.	Recognize that the externship does not constitute an employment relationship, and that the externship site is not obligated to hire the student upon completion of the internship/externship.
d.	Submit all required documentation before being scheduled for internship/externship.
e.	Be responsible for the timely submission of timesheets and other documentation as assigned by the Culinary Arts
	Institute.
f.	Contact the Internship/Externship Chef Instructor to ensure all documentation has been received during and upon completion of the externship.
SECTION	N IV – AUTHORIZED SIGNATURES
	p Supervisor: I hereby verify that I have accepted the student below as a culinary extern at my establishment, and
	e of my responsibilities as the designated supervisor of this student during their externship, including verifying
	ce reporting and the evaluation process for completing the required student evaluations. If I am unable to verify
	otherize the persons listed on Proxy Signature Sheet of this document to do so as my proxy. I attest that all on provided on this agreement is true and socreet. Lake attest that I am not liable for injuries or demages incurred

# S

E aı a information provided on this agreement is true and correct. I also attest that I am not liable for injuries or damages incurred by the student while working at our site.

Signature:	Date:	

Student Extern: I have been provided guidance outlining the requirements for the externship course and am aware of the attendance Reporting requirement for the externship course. I understand this agreement confirms my externship course location. Should I, for any reason be terminated from or leave this site; it is my responsibility to notify my current assigned Externship Supervisor and Externship Chef Instructor. Failure to provide timely notification will prohibit my ability to earn

insurance policy in place. Signature:\_\_\_\_\_ Student Name: \_\_\_\_\_ Date/Externship Week: \_\_\_\_\_ Externship Site: \_\_\_\_\_ Manager Name: \_\_\_\_\_ Student Weekly Evaluation (Reflective Journal) - SUBMIT 1 per Week What skills from your program have you utilized this week at your externship site? Describe your duties for the week? What skills or duties did you excel in this week and why? What skills or duties do you feel you need to improve and why?

course credits at an alternative site. All changes must be submitted in writing to the Externship office at the school. I am responsible to cover all insurance and am complete responsible for any liability insurance including having an active school

What have you done to help your internship site accomplish this week? What have you done to help your fellow
colleague out?

# **EXTERNSHIP TIME SHEET**

# **INSTRUCTIONS**

- 1. Please complete <u>all</u> areas of this timesheet.
- 2. **Student** is responsible to submit all timesheets in person or email to the **Externship Chef Instructor by 2pm Thursday (PST)** according to the assigned due date. Credit for attendance will be posted when the timesheet has been confirmed and signed by site supervisor and submitted to Career Services by due date. **ALL MUST BE FILLED IN FOR YOUR HOURS TO BE ACCEPTED.**

Today's Date:			St	Student Name:			
Externship Site:			Di	ue Date:			
				I			
Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
Date:	Date:	Date:	Date:	Date:	Date:	Date:	
							Total Hours Worked
Total Hrs.	Total Hrs.	Total Hrs.	Total Hrs.	Total Hrs.	Total Hrs.	Total Hrs.	
Worked	Worked	Worked	Worked	Worked	Worked	Worked	Hours
By signing, I (	ertify that the	above is correct					
Student Signa	ture	Student Pho	ne #	-	pervisor Signature pervisor Name (Pri		Supervisor Phone #
Supervisor Co	mments:						
Student Comm	nents:						

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Student Name:	Student ID:
Date of Evaluation: (Please Print)	
Instructor:(Please Print)	Title:
This evaluation is designed to provide the student the supervision. It is the <a href="Internship/Externship Chef Inst">Internship/Externship Chef Inst</a>	ne instructor's assessment of the student's performance to date under his/her ructor's responsibility to complete this document.
The student's evaluation grade is based on their conthe corresponding grading rubric (see below), and a	npletion and submission of course work. Please respond to the following using dd your comments where appropriate.
Grading Rubric	
2 – Requirement has been completed and submitted	d to Externship Chef Instructor.
0 – Requirement has not been completed and subm	itted to Externship Chef Instructor.
Areas of Evaluation	
1 Updated Resume	
2 Cover Letter	
3 Interview Questions	
4 Externship Agreement	
5 Site Supervisor Evaluation	
Comments:	
Chef Instructor Signature:	Date:

Extern Evaluation (Chef Instructor ONLY)\_\_\_\_\_

		EXtern Evaluation (Site Supervisor)
Studei	nt Name:	Date of Evaluation: (Please Print)
Busine	ess Name,	/Location:
Super	visor:	Title: (Please Print)
your s the stu	upervisio udent bef	is designed to provide both the school and the student your assessment of the student's performance to date under n. It is used as a tool to improve the student's skills necessary for the profession. Please discuss this evaluation with fore he/she submits it to the Externship Chef Instructor in the Externship Office. It is the <a href="student's responsibility">student's responsibility</a> to all documents to the Internship/Externship Chef Instructor.
gradin	g rubric (	rade is based partly on your evaluation of their skills. Please respond to the following using the corresponding see below), and add your comments where appropriate. If a correction needs to be made, the supervisor responsible the evaluation must initial it.
4 - Per 3 - Per 2 - Per 1 - Per	formance formance formance formance	e above establishment's expectation of an intern/extern e met establishment's expectation of an intern/extern with minimal supervision e met establishment's expectation of an intern/extern with supervision e less than establishment's expectation of an intern/extern e failed to meet establishment's expectation of an intern/extern icable, student did not have opportunity to demonstrate
<u>Skills</u>		
	1	Knowledge of tools, equipment, and product handling
		General Safety and Sanitation
		Organization and cleanliness of work station/area and equipment
		Ability to organize and complete assigned tasks  Consistently demonstrate proper cooking techniques
	5 6.	Consistently demonstrate proper cooking techniques Produce consistent quality product per establishment standards
<u>Profes</u>	sional Qu	
		Attendance and Punctuality
	8. <u> </u>	Initiative & Motivation Willingness to learn
		Willingriess to learn Dependability
		Attitude/Professional Ethics
	12	
Super	vision	
	13	Can work independently with minimal supervision
	14.	Can follow direction effectively
		Open & accepting of constructive criticism
	16	Asks for help when necessary and seeks feedback

# **Externship Evaluation (Cont.)**

Interpersonal Relationships  17 Works well with others		
18 Communicates effectively with staff		
Best Performance Characteristics		
Areas for Improvement		
Areas for improvement		
<del></del>		
Additional Comments		
Student Signature:	Date:	_
Supervisor's Signature:	Date:	
Supervisor's Name (Print):		

Please email to Chef Jesse Sanchez, CEC (EMAIL: <a href="mailto:sanchejs@lamission.edu">sanchejs@lamission.edu</a>)