

Internship/Externship Criteria Application

CA 282-R Fall 2018

The CAI internship/externship component is a vital part of the culinary program. It is one of the final pieces required for graduation. It is an eight (8) credit hour component, the largest credit class in our curriculum. It is designed to provide a platform for the student to develop and hone the skills and techniques acquired throughout the culinary program in a real world situation. It is still school, and all program academic standards and requirements are still in place and will factor into your final grade.

DETAILS:

- I. All students are required to complete a 15 week intern/externship placement during their fourth semester.
- II. Intern/externship details and requirements are fully explained in the CAI Internship/Externship Placement Agreement which all students need to execute prior to placement.

III. Two types of placement opportunities are offered:

1. **Industry Placed Externships (Externship)** *for qualifying students**

Externships can be *paid or unpaid* positions and are subject to external placement criteria. Externships sites must be pre-approved by the Internship Coordinator +/- or Department Chair.

Examples of previous externship host sites:

<i>Sundance Resort</i>	<i>Little America Hotel</i>	<i>Grand America</i>
<i>Communal Restaurant</i>	<i>SLC Hilton</i>	<i>Forage Restaurant</i>
<i>Chef's Table</i>	<i>The Homestead Resort</i>	<i>Deer Valley Resort</i>
<i>Kneaders Bakery</i>	<i>Great Harvest Bread Co.</i>	<i>Harmon's</i>

2. **CAI Placed Internships (Internship)**

All CAI placed positions are *unpaid* and not subject to externship placement criteria. All students who do not meet the externship placement criteria and/or have not properly established an externship placement will be required to complete their internship at one of the CAI internship positions.

Examples of CAI Internship Placements:

<i>Canyon Park Caf� – Hot Foods Cook</i>	<i>Canyon Park Caf� Caf� Asst. Manager</i>
<i>Restaurant Forte Chef d'Partie</i>	<i>CP Caf� Cold Foods Cook</i>
<i>Catering Production Assistant</i>	<i>Bakery Production Assistant</i>
<i>Teachers Assistants (multiple placements)</i>	<i>CP Caf� Grill Cook</i>

- IV. All students, regardless of the type of placement (CAI Internship or Industry based Placement) must fill out a PLACEMENT AGREEMENT and complete all the stipulated components of CA 282-R during the 15 week placement.

INDUSTRY PLACED EXTERNSHIP CRITERIA:

Students wishing to complete an industry based externship, either paid or unpaid must meet the CAI externship criteria outlined below.... **PRIOR TO APPLICATION!** Supporting documentation must be attached to application submission. Each application will be reviewed by the CAI Internship Committee and evaluated for eligibility. **No application for placement that requests a student's current or previous place of employment as a host site will be considered.**
All candidates must meet all requirements to be considered.

- I. Letter of Intent
Applicants must submit a one page letter explaining the placement opportunity and how it will specifically benefit their career path and how the applicant has successfully met the criteria requirements.
- II. Academic Requirements
Applicant must have successfully completed ALL the required CA elements and class work for the first two semesters of enrollment and be enrolled and on track to successfully complete the third semester prior to applying. **
- III. Grade Point Average
All applicants must have a 3.0 GPA or higher to qualify for industry based externship. Copy of current Wolverine Track assessment will verify GPA & Academic standing.
- IV. Professional Experience
All candidates must display a commitment to continue on in the industry; therefore documentation of 200 hours of professional experience must be submitted with the placement agreement application review.
- V. Character
Students must possess the highest level of character, commitment and professionalism to qualify for external placement. Documented participation in at least two (2) of the following areas must be submitted to the review committee;
 1. Professional Affiliations – ACF, RCA, URA, or similar.
 2. CAI Contributions and involvement – Catering support, Restaurant, etc...
 3. Community Service / Involvement – Chef a Child; Kids on the Move; Hunger, etc.
 4. Extra-curricular Activities – Supporting or assisting instructors with projects; volunteering for department supported events; Pro-Start Career Day; Recruiting Days etc...
 5. Culinary Competitions or Student mentoring
- VI. Letters of Recommendation
Applicants must submit two (2) letters of recommendation from chef instructors in support of their request for external placement, confirming their ability to meet the current demands of industry.

Placement Details:

Internship/Externship is a vital part of the CAI program and the final requirement for graduation. You should begin to address your internship at the beginning of your second year (third semester) and work during the third semester to secure the placement that will best fit your career path.

These procedures and timeline are in support of that:

Registration Procedures:

1. Define your personal goals and objectives. What do I want to accomplish during this placement? This is critical in helping establish a list of sites.
2. Meet with Internship Coordinator / CAI Advisor and discuss placement opportunities and personal internship goals. Establish a list of possibilities. This should be done at the beginning of your third semester.
3. Meet with placement sites / supervisors and discuss placement opportunities. If approved for external placement, determine if it will be paid or unpaid. Discuss objectives & goals of both placement site and student. Determine if site is CAI approved or seek approval of site.
4. Make final selection of placement site.
5. Properly fill out and execute the appropriate UVU Internship Master Agreement (Paid or Unpaid) www.uvu.edu/internships under the forms tab.
6. Complete the mandatory UVU on-line Internship orientation at; www.uvu.edu/internships/orientation.
7. Meet with host site supervisor and finalize agreed goals, objectives and job description. Properly fill out and execute the Culinary Arts Institute (CAI) Internship Agreement with host site.
8. Bring originals of all paperwork to CAI Internship Coordinator for final approval. 1. Goals & Objectives; 2. Signed UVU Master Agreement; 3. UVU Internship Orientation Certificate; 4. Properly filled out and signed Placement Agreement
 - a. (Keep copies for your records / final portfolio.)
9. Bring signed paperwork to CAI advisor for registration override.
10. Register for CAI Internship at www.uvu.edu.

Student Requirements:

Student academic requirements are outlined below. Keep in mind all CAI policies and standards are in place during internship. All submissions must be typed to ASA standards and will be graded as such.

All submissions need to be word documents, sent as attachments. Titled as follows: Student X Journal Week 1; Student X Mid-term Evaluation; etc..... All materials will be graded in accordance to CAI and University grading standards.

Student Requirements (Cont.):

1. Defined goals and objectives, specific to your placement. Must be received prior to registration. Minimum of five and must include the following:
 - a. Establish the objective/goal. (*i.e.: To be able to cook red meat to the proper degree of doneness, on demand. R, MR, M, MW & W*)

- b. Define a plan to accomplish that objective. (*i.e.*: 1. I will work with experienced cooks to learn the touch and feel of red meat throughout the cooking process. 2. I test meat with probe thermometers and physically inspect meat in support of my training)
 - c. Define how your success will be measured. (*I worked the grill station last Saturday night, cooked 65 steaks to order and none were returned for over or under doneness.*)
2. Detailed weekly journal entries that include job description & performance detail.
 - a. WEEKLY Journals should be written and saved in 2 word docs labeled midterm and Final Journal. Your first six weeks are due in your word doc labeled midterm Journal and must be uploaded to canvas before the due date posted in the canvas assignment “mid-term journal”. You will then upload the second 5-6 weeks of journals for the “Final Journals” assignment before the due date posted in canvas assignment final journals. All weekly journals will be uploaded to canvas twice once in midterm and once for the final. Please upload the 6 weeks in 1-word doc and not 6 week docs, thanks.
 - b. Journal entries should be detailed and include job performance specifics, menu items detail, specials detail, operational detail, pictures and professional overview materials...
 - c. A journal entry template is included to assist you and must include your name; place of employment; direct supervisor and title; position or station worked and the dates covered by the submission.
 - d. Journal entries should also include any progress reports or evaluations done by site supervisor during position rotations etc.
3. Mid-Term self-evaluation of host site. Due at the end of week seven (7), Sunday night, no later than 11:59 PM. This is a check point to make sure you are on schedule and addressing your goals and objectives.
 - a. The mid-term evaluation should include; 1) an honest measure of your progress towards goals & objectives; 2) Any adjustment to your goals and objectives you feel are necessary based on the first seven weeks’ work; 3) General overview and personal assessment of your internship to date.
4. Mid-term intern evaluation by site supervisor. (Form included) Must be uploaded to canvas by due date or a hard copy can be turned in to Wendy Farnsworth or Todd Leonard.
5. Final self-evaluation of host site. Exactly like the mid-term but it should include your final justification for all your objectives / goals as well as the evaluation checklist. Did I accomplish my goals? (*i.e.*: I now can cook a R steak to order during a busy dinner service) Due at the end of week fifteen (15), Sunday night, no later than 11:59 PM.
6. Final intern evaluation by site supervisor. (Form included)
7. Final summary paper as defined in CAI Internship Criteria. (1/2 page per week of placement) Final internship portfolio supporting documentation (actual menus, photos etc...if any) must be turned in to internship director on the last day of class.

Internship Grading Schedule

Goals & Objectives	10%
Weekly Journal “Mid term” upload	25%
Mid-Term Evaluations (Self & Employer)	20%
Weekly Journal “Final Journal” upload	25%
Final Evaluations – (Employer & Self)	20%
Total	100%

GRADE DEFINITIONS:

All CAI grading is done in accordance with University Policy. The following definitions have been outlined to help you better understand your grades. You will be reminded of these standards throughout the program.

A, A- = Outstanding Achievement

The student demonstrates an exceptional mastery of the content. An “A or A-” grade is an exceptional grade indicating distinctly superior performance of which very few students are capable of achieving. The student demonstrates unusually sharp insight regarding the course content and every aspect of performance is of exemplary quality.

B+, B, B- = Commendable Achievement

The student demonstrates an above average mastery of the content. A “B+, B or B-” grade is an above average grade indicating achievement of a high order. The student has exceeded the stated requirements. The student demonstrated commendable insight regarding the course content and every aspect of performance is of above average quality.

C+, C = Acceptable Achievement

The student demonstrates average aptitude of the content. A “C+ or C” grade is an average grade indicating that a student has performed satisfactorily in all aspects of their work. The student has adequately met the stated requirements. The student demonstrates acceptable insight regarding the content and overall performance is of average quality.

C- = Marginal Achievement

The student demonstrates a below average mastery of the content. A “C-” grade is a below average grade indicating that a student has not fully met the stated standards of the course. The student demonstrates minimal insight regarding content and the overall performance is of marginal quality.

Below C- = Failing

The student demonstrates little to no mastery of the content. An “F” grade is a failing grade indicating that a student has not met the stated standards of the course. The student demonstrates insufficient insight regarding content and the overall performance is not worthy of credit.

Note: Any course grade with a score below C- must be repeated.

Institute Letter Grade Scores

A =	95 – 100%	C + =	77 – 79.99%
A - =	90 – 94.99%	C =	74 – 76.99%
B + =	87 – 89.99%	C - =	70 – 73.99%
B =	84 – 86.99%	Below C- =	course must be repeated
B - =	80 – 83.99%		

JOURNAL ENTRY TEMPLATE

Journal Entry – Week 1

John Q. Public (intern)

XYZ Country Club
Paul Bocuse, CEC Executive Chef
Thomas Keller, CSC - Direct Supervisor

Sept 10-14, 2018

Mon Sept 10 _____
Pantry Station

Job description blah, blah, blah / details

Duties for the day..... same

Specials..... same

Comments..... same

Suggestions....

Tues Sept 11 _____
PM Grill Station

Job description blah, blah, blah / details

Duties for the day same

Specials same

Daily overview

Suggestions

Student Name _____

Student Evaluation of Site

HOST SITE _____

SITE SUPERVISOR _____

Rate the Following	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Does Not Apply
I received an adequate orientation to my job.						
I was given adequate training.						
I received assistance when I asked for it.						
I felt comfortable asking questions.						
I received on-going feedback.						
I had regular meetings with my supervisor.						
My supervisor was available and accessible.						
I gained a realistic preview of the culinary industry.						
This internship has confirmed my career goals.						
The work I performed fulfilled my expectations.						
I was able to assume additional responsibilities.						
I was treated fairly.						
There were ample opportunities for learning.						
The work I performed was a good learning experience.						
I am now better prepared as a culinarian.						
I applied my school training in a real world situation.						
Rate the Following	Excellent	Very Good	Good	Needs to Improve	Poor	Very Poor
Learning experience.						
Workplace atmosphere.						
Professional standards.						
Quality of workmanship.						
Relationship with fellow employees.						
Relationship with supervisor.						
OVERALL RATING OF THIS INTERNSHIP						

Other Comments / Suggestions:

Student Signature _____ Date _____

Dates of Internship _____

Supervisor _____ Company _____

Student Name _____

Extern/Intern Performance Evaluation (circle one) **Mid-Term** **Final**

Performance	Excellent	Good	Average	Poor	Unacceptable
Is thorough and accurate with work assignments.					
Manages time and energy well.					
Meets time lines.					
Uses common sense and shows good judgment.					
Demonstrates specific skills necessary for the job.					
Completed all assignments within time frames.					
Quality standard meets expectations.					
Attitude					
Is enthusiastic.					
Is cooperative, flexible, and adaptable.					
Is open minded, willing to learn.					
Demonstrates problem solving ability.					
Accepts and makes positive use of criticism.					
Is a team player.					
Willing to go the extra mile.					
Willing to help in other situations.					
Willing to help other employees.					
Work Habits					
Is punctual and dependable.					
Works clean.					
Is quality driven.					
Dresses in a professional manner/to company standards.					
Follows through.					
Production speed.					
Is pleasant to work with.					
Follows directions/methods					
OVERALL PERFORMANCE					

Did the intern accomplish his/her learning objectives? Yes No

What new skills or improved skills were developed?

Greatest strengths/weaknesses?

Supervisor Signature _____

Student Name _____

Student Evaluation Form

1. List five things you've learned while on internship that you will continue to use at your next position. Be descriptive and include detail.

1.

2.

3.

4.

5.

2. If you had one thing that you could do over or take back that happened while on internship, what would it be? Describe the event and what you've learned from it.

3. In hindsight, what could you have done or taken advantage of that would have made your internship more valuable to your development as a culinary professional? (Please be honest)

4. In hindsight what do you think the internship host site could have done to make your placement more valuable for you?

5. Would you recommend this site to other future interns? Why or Why not??

Signature _____

Date _____

Intern Name _____

Externship Placement Application

Please complete the application below and supply ALL required supporting documentation.

Student Information:

Name _____

UVU Student ID _____

Contact number _____

E-Mail address _____

Home Address _____

Externship Site Information:

Company Name _____

Business Address _____

Externship Position _____

Executive Chef / Direct Supervisor _____

Contact number _____

E-Mail address _____

Externship Period:

___ Fall Semester 20___ ___ Spring Semester 20___ ___ Summer Semester 20___

Externship Eligibility Criteria:

___ Letter of Intent Acceptable___ Unacceptable___

___ Academic Standing Acceptable___ Unacceptable___

___ GPA Acceptable___ Unacceptable___

___ Professional Experience Acceptable___ Unacceptable___

___ Character Acceptable___ Unacceptable___

___ Letters of Recommendation Acceptable___ Unacceptable___

Approval: _____ **Date:** _____

UVU CAI Based Internship Application

CA 282-R Fall 2018

The intent of this agreement is to outline and acknowledge the specific responsibilities of both the CAI student (“intern/extern”) and the Placement site (“host”) during the placement period.

Student Information:

Name _____

UVU Student ID _____

Contact number _____

E-Mail address _____

Home Address _____

Emergency Contact Person _____

Contact number _____

E-Mail address _____

Placement Site:

Internship Position _____

CAI Placement Site _____

Chef / Chef Instructor _____

Contact number _____

E-Mail address _____

Internship Period:

___ Fall Semester 20 ___ ___ Spring Semester 20 ___ ___ Summer Semester 20 ___

Approval: _____ Date: _____

UVU Culinary Arts Institute

Placement Agreement

Articles of Agreement:

General:

- 1.1 All internship sites must be inspected and approved by the CAI internship coordinator or the Institute Director prior to entering into any placement agreement.
- 1.2 All sites must meet state and local health code standards and prove to operate a professional, safe and sanitary establishment at all times.
- 1.3 Placement site and UVU policies must be adhered to during the placement period. Any violation of these policies will result in disciplinary action up to termination of placement and possibly expulsion from the CAI.
- 1.4 The internship period is one, 15 week semester as established by the university; Fall, Spring or Summer semester.
- 1.5 Internship period will require a minimum of 30 hours of weekly employment or service.
- 1.6 Both host and intern/extern agree to immediately inform CAI internship director of any issues that may arise during a placement that may affect the success of the intern partnership.

Host Articles:

Host site agrees to:

- 2.1 Properly train and orient interns/externs, including company policy and site safety prior to the commencement of placement.
- 2.2 Assist intern/extern in establishing realistic goals and objectives for placement period, including a general job description prior to commencement of placement.
- 2.3 Supervise intern/extern at all times during placement.
- 2.4 Rotate intern/extern to multiple areas of the culinary operation when and if possible.
- 2.5 Complete a performance review with intern when position or stations are changed.
- 2.6 Complete mid-term and final evaluations of intern/extern progress and performance.
- 2.7 Keep intern/extern aware of performance and progress throughout the placement with continued communication and feedback.
- 2.8 Complete confidential CAI placement summary / evaluation and electronically send it to the CAI internship coordinator at the end of each placement.
- 2.9 Allow a minimum of one site visit by the CAI coordinator during placement period.
- 2.10 Perform a detailed exit interview with intern upon completion of internship.

Student Articles

Intern/Extern agrees to:

- 3.1 Have properly and completely executed the CAI Internship requirements and UVU Internship Master Agreement *prior* to the execution of this agreement.
- 3.2 Represent UVU and the CAI in a professional manor at all times and adhere to University Code of Conduct. Failure to do so may result in termination of this agreement and expulsion from the CAI
- 3.3 Fulfill all the requirements stipulated in this CAI Intern-Extern Placement packet to the best of their ability.
- 3.4 Keep the CAI internship coordinator and host site supervisor informed of any and all issues related to this placement.
- 3.5 ***Supply coordinator with documentation verifying continuous employment throughout the period.*** (i.e.: pay stubs, W-4, etc.)

Agreement:

Intern: I, _____, agree with and accept the academic requirements and placement assignments as outlined in this agreement and in the CAI internship requirements packet. I understand and will adhere to the internship registration procedure. I will complete all work and academic assignments to the best of my ability. I accept the obligation of confidentiality procedures and code of conduct. I understand that a grade for this internship will not be issued until all academic and work related assignments are satisfactorily completed. I fully understand that I am serving this internship-externship at the discretion of the employer.

Site Supervisor: I, _____, have discussed this internship-externship opportunity with the intern and we have agreed upon the assigned components listed above. I agree to provide assistance, training, and consultation to the intern/extern in order to progress toward achieving the defined goals and objectives. I agree to meet with the intern regularly and do progress evaluations and performance reviews. I understand that a mid-term and final employer evaluation need to be completed and are a vital component of assessment; I will complete the evaluation form, meet with the intern to discuss the evaluation, and return the completed forms by the requested dates.

Intern / Extern Student Signature _____

Intern/Extern Site Supervisor Signature _____

Intern/Extern Coordinator or Institute Director Signature _____

Academic Advisor Signature _____

Date: _____