

# **Internship Handbook**



**FS HN 491 B**

**Food Science**

**&**

**FS HN 491 D**

**Culinary Experience**

## FS HN 491 B/D Internship Checklist

### Begin your Search for internship opportunities:

- Update resume
- Look for internship opportunities. (These may be paid or unpaid experiences)
- Meet with Culinary Science coordinator as needed to discuss internship opportunities
- Contact potential employers/organizations to discuss possible internship opportunities
- Identify potential internship opportunities and secure position

### **Once you have secured and Internship (semester prior to completing internship):**

- Schedule and attend mandatory meeting with the Culinary Science Coordinator
- Develop 3 professional objectives for the internship experience share these objectives with the cooperating supervisor.
- Complete Internship Approval Form and have your cooperating supervisor sign. Turn the Approval Form into the Culinary Science Coordinator for final approval
- Complete Contact Information Form and turn into the Culinary Science Coordinator
- Register for FS HN 491B/D with the Culinary Science Coordinator for the semester following your internship work experience

### **During the Internship:**

- Create a weekly journal, complete one Weekly Journal Form for each week of your internship experience (compile journal forms in a 3-ring binder).
- Meet with cooperating supervisor to discuss progress throughout the internship
- Continually review your 3 professional objectives
- Receive evaluation from cooperating supervisor
- Review Internship Experience paper content requirements as needed
- Take pictures to include in your Oral Professional Presentation

### **After the Internship (typically the semester following internship):**

- Register for FS HN 491 B/D, during the semester the following requirements will be fulfilled. Typically this will be the semester following your internship experience, but it may occur during the same semester as your internship.**
- Submit Weekly Journal to the Culinary Science Coordinator in a 3-ring binder.
- Submit Cooperating Supervisor Evaluation Form to the Culinary Science Coordinator
- Complete & submit Internship Experience paper to your e-portfolio under Technical Abilities tab. Turn in a hardcopy to the Culinary Science Coordinator.
- Complete & submit Internship Profile Form to your e-portfolio under Technical Abilities tab. Turn in a copy to the Culinary Science Coordinator on a CD or jump drive.
- Create and plan Oral Professional Presentation.
- Arrange presentation date/time with the Culinary Science Coordinator, this assignment must be completed by the end of Dead Week.



*This list is not an all-inclusive “to-do list.” It is a tool designed to assist you in meeting the requirements for this experience. You are responsible for reading and understanding the content of this handbook in its entirety.*

# FS HN 491 B/D Internship Guidelines



## Introduction

This internship allows you to apply knowledge and skills that you have learned in the classroom in a practical on-the-job experience. Two (2) credits (Satisfactory/Fail) will be given for successful completion of internship.

<sup>1</sup> Overall GPA must be at least 2.0. If GPA is below 2.0, students must obtain consent from both advisor **and** undergraduate program coordinator. A letter of rationale for doing the experience at this time is necessary.

This handbook is a guide that will assist you through the internship experience. It explains the registration process and includes forms that must be filed with the culinary science program coordinator **before** the internship begins.

### **FSHN Department and Program Outcomes Assessment**

All graduates from FSHN curricula should be able to demonstrate the general department learning outcomes in Communication (C), Critical Thinking and Problem Solving (P), Social Concerns and Ethics (S), and Technical Skills (T) and the FSHN Program-Specific Outcomes (grouped by curricula, Dietetics, Nutritional Science, Food Science & Technology, Food Science & Industry, and Consumer Food Science. Details about these outcomes can be found at:

<http://www.fshn.hs.iastate.edu/outcomes/snapshot/learning.php>.

The following learning goals will be emphasized in FSHN 491 B/D:

#### **Communication**

C.1. Communicate effectively with other in one-on-one, small-group, and large-group situations

C.2. Prepare and deliver effective presentations (orally and in writing) of technical information to food science and nutrition professionals.

C.3. Prepare and deliver effective presentations (orally and in writing) of technical information to food science and human nutrition professionals.

#### **Technical**

T.1. Demonstrate a high level of technical competence in your field of study, so that you can perform successfully in a graduate program, supervised practice, or entry-level professional position.

#### **Culinary Science (491 D only)**

1. Demonstrate proficiency when using culinary techniques, culinary equipment and knives during food preparation.

2. Apply culinary terminology knowledge to describe food products.

#### **Electronic Portfolio Artifacts:**

The following FS HN 491 B/D assignments will be added to each student's FSHN electronic portfolio:

1. Internship experience paper.

2. Internship Profile Form.

### **Definition:**

**Cooperating Supervisor-** refers to the person(s) who will be monitoring and evaluating you during your internship experience (off campus).

## **Selection Criteria for Internship**

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To assist you in the selection of an applicable food science or culinary internship experience, the internship site must meet at least one (1) of the following criteria:

### **FS HN 491 B Food Science Experience:**

1. Food manufacturer, research lab, or test kitchen.
2. Qualifying food industry organization that can offer a food science based experience. Ex. Iowa Soybean Association.
3. Other food industry opportunities approved by the culinary science coordinator.
4. Qualified Study Abroad experience with a focus in food science. (2 week minimum, 2 credits).

### **FS HN 491 D Culinary Experience:**

1. Fine or casual dining establishment. This could include a banquet kitchen, restaurant, or institutional kitchen.
2. Test kitchen, in which the student will focus on recipe development and utilizing their culinary skills.
3. Other organizations that can offer an experience with a focus on culinary skills.
4. Other culinary industry opportunities approved by the culinary science coordinator.
5. Qualified Study Abroad experience with a culinary focus (2 week minimum, 2 credits).

## **Internship Objectives**

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1. Develop 3 professional objectives for the internship in cooperation with your supervisor before beginning your internship.
2. Position should focus on a particular food science/culinary area including but not limited to: research, manufacturing, product development, sensory evaluation, culinary skills, test kitchen, etc.
3. Address the following throughout the internship experience.
  - Identify food science/culinary principles and skills.
  - Compare and contrast different food science/culinary skills used during the internship experience.
  - Practice proper sanitation standards.
  - Demonstrate professional communication skills.
  - Begin establishing a network of industry professionals.
  - Demonstrate professional behaviors throughout the experience.

## **Intern Responsibilities & Performance Expectations**

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Secure an internship experience based on the listed criteria, where you will be allowed to work a minimum of **200 hours (ex. 40 hrs/wk x 5 weeks)**.

1. Schedule a meeting with the culinary science coordinator the semester before the internship experience begins to discuss professional objectives.
2. Complete the internship approval form **including your 3 professional objectives** (included in the handbook). Have the cooperating supervisor sign the internship approval form and return to the Culinary Science Coordinator.
3. Complete the contact information form (included in the handbook) before your internship begins and turn into the Culinary Science Coordinator.
4. Enroll in FSHN 491B or FS HN 491 D during the semester in which you complete the course requirements. Students are encouraged to enroll the semester following the completion of the internship experience to ensure all requirements are completed on-time. Although under special consideration, students may complete the internship experience and the requirements of this course at the same time with prior approval from the Culinary Science Coordinator.
5. Complete all assignments by required dates. **Failure to submit assignments by the deadline will result in a failing grade.**

## **Responsibilities of Cooperating Supervisor**

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1. Schedule the intern to work a **minimum of 200 hours**.
2. Assist the intern in developing 3 objectives for the experience and provide support and guidance to the intern in achieving these objectives.
3. Assess the intern's performance using the attached Cooperating Supervisor Evaluation form.
4. Meet with the intern every 1-2 weeks to briefly discuss progress and answer questions.
5. Contact the Culinary Science Coordinator, (515) 294-4361 if there are any problems with the intern's performance and prior to severing relationship with the intern.
6. If necessary discuss confidentiality/proprietary agreement.

## **Culinary Science Coordinator's Responsibilities**

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1. Approve internship experience and review completed documents before the internship begins.
2. Maintain student records of internship experience.
3. Guide and direct intern before, during, and after the internship experience, as necessary.
4. Work with cooperating supervisor in achieving intern's professional objectives.
5. Review intern's performance, as evaluated by cooperating supervisor(s).
6. Evaluate all assignments and submit grade for student.
7. Work with intern to arrange presentation time and audience.

## Grading and Required Assignments

A **minimum of 75%** must be obtained on EACH individual assignment (the journal, paper, profile form and presentation). Receiving less than 75% on one or more of these assignments will result in a failing grade for the course. **All** assignments must be submitted in order to earn credit for your internship experience. (See following pages for required assignments).

|   |                         |
|---|-------------------------|
| <b>Assignment I: Daily Journal</b>                | <b>100 points</b>       |
| <b>Assignment II: Internship Experience Paper</b> | <b>100 points</b>       |
| <b>Assignment III: Professional Presentation</b>  | <b>100 points</b>       |
| <b>Assignment IV: Internship Profile Form</b>     | <b><u>50 points</u></b> |
| <b>Total</b>                                      | <b>350 points</b>       |

## Assignment Due Dates

**All of the following Assignments are due by Friday, 5 p.m. during the second week of the semester you are registered for FS HN 491 B/D\*:**

- Assignment I:            Weekly Journal (submit to Culinary Science Coordinator in 3-ring binder)
- Assignment II:            Internship Experience Paper (submit a hardcopy to the Culinary Science Coordinator and post on e-portfolio under the Technical Abilities tab).
- Assignment IV:            Internship Profile Form (submit to Culinary Science Coordinator in CD or jump drive format and post to our e-portfolio under the Technical Abilities tab).

**Assignment III: Professional Presentation must be complete by the Friday of Dead Week. A time and date for this presentation must be set with Culinary Science Coordinator by midterm.**

\*If you are completing this experience while enrolled in this course you will need to arrange due dates with the Culinary Science Coordinator during the 1 week of the semester.

## Assignment I: Weekly Journal 100 points



You are required to maintain a weekly internship journal. One entry is required for each week you work during your internship (see Weekly Journal Form). Each journal entry should be typed. Weekly Journal Forms should be submitted in a 3 ring binder to the Culinary Science Coordinator.

An overall score of at least **75 points** on the journal is required to pass this course.

Note: Assignment I due to the Culinary Science Coordinator **by Friday, 5 PM on the second week of the semester you are registered into FS HN 491 B/D**, no exceptions. If you are completing the internship experience at the same time as taking this course you will need to arrange due dates for this assignment with the Culinary Science Coordinator.

### Grading Rubric for FS HN 491 B/D Weekly Journal

|   | Exemplary<br>(10)  | Good<br>(8)   | Proficient<br>(6)   | Marginal<br>(4)   | Unacceptable<br>(0)  |              |
|---|--|---|---|---|--|--------------|
| <b>Objectives Analysis; new experiences, skills and accomplishments</b> | Objectives are discussed a majority of the time and fully analyzed             | Objectives analyzed but could be enhanced                                   | Objective are documented but minimal analysis is discussed            | Objectives mentioned but not analyzed   | Objectives not addressed   | _____<br>x 4 |
| <b>Observation Analysis of Professional behaviors</b>                   | Observations are thorough and well fully analyzed                              | Observations consistently documented but the analysis could be enhanced     | Observations are documented but minimal analysis is discussed         | Observations and analysis are brief and lacking detail                              | Observations are not presented   | _____<br>x 3 |
| <b>Satisfaction/Concerns</b>  | Satisfaction/Concerns are thoroughly discussed                                 | Satisfaction/Concerns consistently documented but could be discussed more   | Satisfaction/Concerns are documented but minimally discussed          | Satisfaction/Concerns are brief and lacking detail                                  | Satisfaction/Concerns are not presented                                  | _____<br>x 2 |
| <b>Format, Grammar, Spelling, Punctuation</b>                           | Entries are typed and organized No grammatical, spelling or punctuation errors | All entries are typed Almost no grammatical, spelling or punctuation errors | All entries are typed Few grammatical, spelling or punctuation errors | Entries are not typed or organized Many grammatical, spelling or punctuation errors | Grammatical, spelling or punctuation errors are significant and numerous | _____<br>x 1 |

**Total points** \_\_\_\_\_

## Weekly Journal Form



|                        |  |
|------------------------|--|
| Name                   |  |
| Company/ Organization  |  |
| Dates Worked           |  |
| Number of Hours Worked |  |

Discuss new experiences, skills, accomplishments related to your professional objectives:

Observations and Analysis of professionals at worksite:

Satisfactions or concerns regarding your experiences this week:

## Assignment II: Internship Experience Paper 100 points



This paper must:

- be typed, 12-pt font, double-spaced, on standard 8½x11” typing paper
- have 1” margins on all sides
- contain a title page identifying:
  - ✓ your name
  - ✓ your job title for the internship
  - ✓ name of cooperating company/organization
  - ✓ name of cooperating supervisor
- Minimum of 6 pages in length (including title page), addressing your 3 professional objectives and each content area described below.
- Submit Internship Experience paper to your e-portfolio under Technical Abilities tab.
- Turn in a hardcopy to the Culinary Science Coordinator.

The suggested topical ideas that follow each competency are not meant to limit your writing. Therefore, feel free to expand on these topics in which you had greater exposure, as compared to those in which you did not.

### **INTRODUCTION**

- Describe company/organization and position worked (brochures may be included).
- Describe your professional objectives for the experience and how they were or were not met.

### **TECHNICAL SKILLS**

- Describe Food Sanitation/Safety policies and the effectiveness of these policies
- Discuss technical skills developed specific to the focus of the internship experience i.e. food science or culinary experience.

### **TRAINING**

- Discuss amount, type, and method for training staff
- Express your opinion about the effectiveness of the training.
- Describe changes in which the training method could be improved/enhanced

### **PROBLEM SOLVING**

- Solve a situational problem identified with your cooperating supervisor, indicating the following components:
  - ✓ Identify problem
  - ✓ Gather facts/data
  - ✓ Consider alternative solutions
  - ✓ Decide on the best solution
  - ✓ Implement solution
  - ✓ Follow up

## Assignment II: Internship Experience Paper 100 points (continued)



### PROFESSIONAL DEVELOPMENT

- Identify 3 professional skills used during the internship experience
- Explain how each professional skill used during this experience will help in your professional development.

### SUMMARY

- What did you learn about the company/organization from your internship experience?
- What did you learn about yourself during your internship experience?

An overall score of 75 points (75%) is necessary on the paper in order to pass this course.

Note: Assignment II is due to the Culinary Science Coordinator **by Friday, 5 PM on the second week of the semester you are registered into FS HN 491 B/D**, no exceptions. If you are completing the internship experience at the same time as taking this course you will need to arrange due dates for this assignment with the Culinary Science Coordinator.

## Grading Rubric for FS HN 491 B/D Internship Experience Paper

|                                 | <b>Exemplary (10)</b>  | <b>Good (8)</b>   | <b>Proficient (6)</b>   | <b>Marginal (4)</b>  | <b>Unacceptable (0)</b>                       | <b>Points</b> |
|---------------------------------|--|---|---|--|---|---------------|
| <b>Professional Product</b>     | Product is professional and follows formatting requirements and no grammatical errors.                             | Product is generally professional with few errors and formatting issues   | Format and/or errors are significant  | Major grammatical errors and formatting errors (margins, title page)             | The product is sloppy                         | _____ x 1     |
| <b>Objectives</b>               | Objectives are clearly defined and thoroughly explained  | Objectives are listed. Explanation could be enhanced  | Objectives are listed but not explained   | Objectives are incomplete  | Objectives are not present in the paper       | _____ x 1     |
| <b>Introduction</b>             | Organization is thoroughly described. Positions held are clearly defined. Brochures of organization are included   | Company description and position definitions could be enhanced  | Company description and position definitions are incomplete   | Company is not described and positions are listed but not defined/described      | Company and position descriptions are missing | _____ x 1     |
| <b>Technical Skills</b>         | Safety/Sanitation policies are clearly stated.<br><br>Specific technical skills developed are thoroughly explained | Descriptions of Safety/Sanitation policies could be elaborated upon<br><br>Specific technical skills developed are stated and explained | Safety/Sanitation policies are stated<br><br>Technical skills acquired are stated but not explained | Safety/Sanitation policies and technical skills are not clearly stated           | This segment is missing from the paper        | _____ x 2     |
| <b>Training</b>                 | Thorough discussion of methods and types of training. Opinions/ observations are complete                          | Discussion is present but lacks further development   | Training is addressed but opinions are missing  | Discussion is incomplete   | This segment is missing from the paper        | _____ x 2     |
| <b>Problem Solving</b>          | All six (5) components are clearly identified and explained  | Discussion of one or two components is weak   | Discussion is missing for one or two components   | Discussion of three (3) or more components is missing                            | This entire segment is missing from the paper | _____ x 1     |
| <b>Professional Development</b> | Identified and thoroughly explained all professional skills developed  | Identified but did not explain professional skills developed  | Identified and explained some but not all professional skills developed                             | Identified professional skills developed but did not provide further explanation | This entire segment is missing from the paper | _____ x 1     |
| <b>Summary</b>                  | Thoughtful responses to both summary questions   | Response to one of the summary questions is weak  | One of the summary questions is not addressed   | Minimal/weak responses to both summary questions                                 | The summary section is missing                | _____ x 1     |

**Total Points** \_\_\_\_\_ /100

## Assignment III: Professional Presentation 100 points



A 15-minute professional presentation is to be completed. You are expected to wear business-casual attire. The audience for the presentation will be made up of FS HN faculty and Culinary Science students.

### **The presentation must:**

- Include a PowerPoint
- You should begin the presentation by introducing yourself
- Describe the company/organization and specific jobs performed
- Describe your professional objectives and if they were attained or not.
- Describe positive and negative aspects of your experience
- Include your evaluation for the company/organization as an internship site.
- Allow 3-5 minutes for questions and answers.

An overall presentation grade of 75 points (75%) is necessary in order to pass this course.

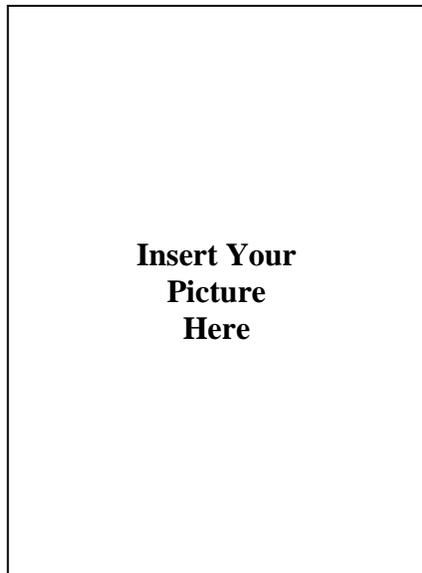
**Note: Assignment III must be completed by the Friday of Dead Week the semester you are enrolled in FSHN 491 B/D.** The time should be arranged with the Culinary Science Coordinator with a date and time for the presentation set by midterm.

## Grading Rubric for FS HN 491 B/D Professional Presentation

|  | <b>Exemplary<br/>(10)</b>  | <b>Good<br/>(8)</b>   | <b>Proficient<br/>(6)</b>   | <b>Marginal<br/>(4)</b>  | <b>Unacceptable<br/>(2-0)</b>   | <b>Points</b> |
|--|--|---|---|--|---|---------------|
| <b>Audiovisuals</b>  | Audiovisuals included no errors and have professional appearance and quality   | Audiovisuals included almost no errors                        | Audiovisuals included a few errors                                | Audiovisuals included many errors  | Audiovisuals included numerous errors, product is sloppy  | _____<br>x 2  |
| <b>Introduction of self and description of company/organization &amp; positions held</b> | Descriptions of property and positions held were complete  | Descriptions of property and positions held could be enhanced | Descriptions of property and/or positions held were too brief     | Descriptions of property or positions held were missing  | Descriptions of property and positions held were missing  | _____<br>x 2  |
| <b>Objectives</b>  | Detailed description of professional objectives  | Description of professional objectives                        | Professional objectives discussed but lack discussion             | Brief/vague discussion of professional objectives  | Professional objectives were not discussed.   | _____<br>x2   |
| <b>Positive and negative aspects of experience; internship site recommendation</b>       | Both aspects clearly identified and explained. Recommendation given with supporting rationale                                | Both aspects are identified and briefly discussed             | Position and negative aspects mentioned with little explanation   | Either positive or negative aspects addressed – not both   | Positive and negative aspects not addressed. Property recommendation not given                                | _____<br>x 2  |
| <b>Professional presentation</b>   | Spoke clearly; good eye contact; enthusiastic demeanor; well organized presentation; appropriate time allotted for questions | Spoke clearly and established eye contact with audience       | Spoke clearly most of the time. Sometimes established eye contact | Used filler words (um, ok, like, etc.); speech volume adjustment needed; eye contact was minimal | Presentation unorganized; did not make eye contact; read directly from notes or mumbled. Exceeded time limits | _____<br>x 2  |

**Total Points**     \_\_\_\_\_ /100

**Assignment IV: Internship Profile Form 50 points**



**Name:**

**Company/Organization:**

**Job Title:**

**Job Responsibilities:**

**Most Valuable Learning Experience:**

**Accomplishments:**

**Advice to Future Interns:**

**This assignment should be submitted on both the electronic portfolio and to the Culinary Science Coordinator on a CD or jump drive format. On the electronic portfolio place this assignment under the Technical Abilities tab.**

An overall presentation grade of 38 points (75%) is necessary in order to pass this course.

Note: Assignment IV is due to the Culinary Science Coordinator **by Friday, 5 PM on the second week of the semester you are registered into FS HN 491 B/D**, no exceptions. If you are completing the internship experience at the same time as taking this course you will need to arrange due dates for this assignment with the Culinary Science Coordinator.

## Grading Rubric for FS HN 491 B/D Internship Profile

|                             | <b>Exemplary (5)</b>   | <b>Good (4)</b>   | <b>Marginal (2)</b>   | <b>Unacceptable (1-0)</b>                             | <b>Points</b> |
|-----------------------------|--|---|---|---|---------------|
| <b>Professional Product</b> | Profile included no grammatical errors; followed specified format  | Profile has few errors;   | Profile has numerous errors; specified format was not followed; format segments are missing   | Product is sloppy                                     | _____ x 3     |
| <b>Digital photo</b>        | Digital photo is included  | <b>X</b>  | <b>X</b>  | Digital photo is not included                         | _____ x 2     |
| <b>Summary content</b>      | Thoughtful responses/insight is provided; Profile is submitted electronically (CD or jump drive) to Culinary Science Coordinator and on electronic portfolio | Responses could be enhanced. ; Profile is submitted electronically (CD or jump drive) to Culinary Science Coordinator and on electronic portfolio | Profile is vague; summary is submitted either electronically (CD or jump drive) to Culinary Science Coordinator or on electronic portfolio but not both | Profile summary is minimal and does not meet criteria | _____ x 5     |

**Total Points**

\_\_\_\_\_ /50

## FSHN 491 B/D Internship Cooperating Supervisor Evaluation Form



Intern's name \_\_\_\_\_ Company/Organization \_\_\_\_\_  
 Department \_\_\_\_\_ Review Date \_\_\_\_\_

Please evaluate the intern on the following criteria. The evaluation should be completed at the end of the internship experience.

|  | Needs<br>Improvement |  |  | Satisfactory |  |  | Outstanding | Not observed |
|--|----------------------|--|--|--------------|--|--|-------------|--------------|
|--|----------------------|--|--|--------------|--|--|-------------|--------------|

**Criteria**

**Job Knowledge**

|                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

*Possesses knowledge of job responsibilities and skills to accomplish tasks described in job description, learns new skills/information in timely manner*

Comments: \_\_\_\_\_

**Work Performance**

|                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

*Completes quality and quantity of work, gives attention to detail, handles stress, has strong work ethic, has neat work area, possesses necessary skills to complete the job, has organizational skills*

Comments: \_\_\_\_\_

**Dependability**

|                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

*Completes required tasks with minimum supervision, is on time when scheduled to work, responds to organizational needs in a timely manner, is dedicated to doing the job*

Comments: \_\_\_\_\_

**Communication**

|                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

*Demonstrates strong verbal and written skills, expresses ideas/solutions to problems effectively, professionally communicates with co-workers, uses proper communication channels*

Comments: \_\_\_\_\_

**Attitude**

|                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

*Accepts constructive criticism; performs job willingly, is enthusiastic, displays commitment to job*

Comments: \_\_\_\_\_

**Judgment**

|                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

*Makes effective decisions based on appropriate information, demonstrates common sense*

Comments: \_\_\_\_\_

**Criteria**

Needs Improvement

Satisfactory

Outstanding

Not observed

**Initiative**

*Moves ahead when given responsibility, assesses what needs to be done and takes action*

Comments:

**Technical Skills**

*Demonstrated basic food science/culinary principles and practical knowledge..*

Comments:

**Interpersonal Skills**

*Cooperates with supervisor, co-workers, and subordinates; is a team player*

Comments:

**Personal Appearance**

*Adheres to professional grooming standards and dress code*

Comments:

**Potential For Success**

*Would you hire this person?*

Comments:

I verify that \_\_\_\_\_ has completed \_\_\_\_\_ hours

Additional information may be provided in an attached page.

Cooperating Supervisor Signature

Title

I have discussed this evaluation with the cooperating supervisor

Intern Signature

Date

## FS HN 491 B/D Internship Contact Information



### Student Information

Name:

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Contact address while completing  
internship:

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Contact telephone number while  
completing internship:

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Email address:

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### Company/Organization Information

Name of Company/Organization:

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Name of Cooperating Supervisor:

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Title of Cooperating Supervisor:

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Address:

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Telephone:

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Email:

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# FS HN 491 B/D Internship Approval Form

The primary goal of the internship is to assist you in:

- Applying concepts and skills acquired in the classroom to the work situation.
- Acquiring job-related technical competencies not available within the classroom environment.
- Gaining work experience through networking and responsibilities encountered on-the-job.

## Responsibilities of Participating Cooperating Supervisor

- Schedule the intern to work a minimum of 200 hours for the internship.
- Assess the intern's performance using the cooperating supervisor evaluation form.
- Guide the intern toward achieving their 3 professional objectives (stated below).
- Meet with student every 1-2 weeks to discuss progress and answer questions
- Contact the Culinary Science Coordinator, (515) 294-4361 if there are any problems with the intern's performance and prior to severing relationship with the intern.
- If necessary discuss confidentiality/proprietary agreement.

### Check One:

- FS HN 491 B Food Science Experience
- FS HN 491 D Culinary Experience

Name:

\_\_\_\_\_ (company/organization)

\_\_\_\_\_ (address) \_\_\_\_\_ (telephone)

will work with:

\_\_\_\_\_ (name of intern)

from Iowa State University's FSHN Culinary Science Program. The student will be employed or volunteering from:

\_\_\_\_\_ through \_\_\_\_\_  
(inclusive beginning date) (inclusive ending date)

**A minimum of 200 hours must be completed.**



## FS HN 491 B/D Internship Approval Form (cont.)

**Objectives:** Develop 3 professional objectives for the internship experience in cooperation with your supervisor before beginning your internship.

Address the following throughout the internship experience:

- Identify food science/culinary principles and skills.
- Compare and contrast different food science/culinary skills used during the internship experience.
- Practice proper sanitation standards.
- Demonstrate professional communication skills.
- Begin establishing a network of industry professionals.
- Demonstrate professional behaviors throughout the experience.

List at least three professional objectives below. These must be approved by the culinary science coordinator *BEFORE* you begin the experience.

1.

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2.

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---

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3.

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**We agree to comply with the conditions of this agreement:**

|  |                        |
|--|------------------------|
| _____<br><i>(Intern, printed and signed)</i> | _____<br><i>(Date)</i> |
|--|------------------------|

|  |                        |
|--|------------------------|
| _____<br><i>(Cooperating Supervisor, printed and signed)</i> | _____<br><i>(Date)</i> |
|--|------------------------|

|  |                        |
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| _____<br><i>(Culinary Science Coordinator, printed and signed)</i> | _____<br><i>(Date)</i> |
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## FS HN 491 B/D Internship Approval Form (cont.)

**All of the following Assignments are due by Friday, 5 p.m. during the second week of the semester you are registered for FS HN 491 B/D\*:**

Assignment I: Weekly Journal. Submit weekly journals forms in 3-ring binder to the Culinary Science Coordinator.

Assignment II: Internship Experience Paper. Submit hardcopy to Culinary Science Coordinator. Submit a copy to your e-portfolio under the Technical Abilities tab.

Assignment IV: Internship Profile Form. Submit to Culinary Science Coordinator in CD or jump drive format. Submit a copy to your e-portfolio under the Technical Abilities tab.

**Assignment III: Professional Presentation must be complete by the Friday of Dead Week. A time and date for this presentation must be set with Culinary Science Coordinator by midterm.**

\*If you are completing this experience while enrolled in this course you will need to arrange due dates with the Culinary Science Coordinator during the 1 week of the semester.

**This signed form must be returned to the culinary science coordinator before the internship experience begins. I, \_\_\_\_\_, have reviewed the information in this handbook and understand that I am responsible for submitting all assignments on the due dates indicated within the handbook. Failure to do so will result in a failing grade.**



\_\_\_\_\_  
(intern's signature)

\_\_\_\_\_  
(date)

Office Use Only Distribution:

- Student
- Cooperating Employer
- Culinary Science Coordinator