

# **Internship Handbook**



**FS HN 491 B**

**Food Science**

**&**

**FS HN 491 D**

**Culinary Experience**

# Internship Checklist

## **Begin your Search:**

- Update resume
- Visit the college Career Services Office for assistance:

### **College of Human Sciences Career Services**

131 MacKay Hall

[hscareers@iastate.edu](mailto:hscareers@iastate.edu)

### **College of Ag. & Life Sciences Career Services**

15 Curtiss Hall

[mikegaul@iastate.edu](mailto:mikegaul@iastate.edu)

- Look for internship opportunities (may be paid or unpaid):
  - CYHIRE: <https://cyhire.iastate.edu/>
  - Career Fair: <https://www.career.iastate.edu/career-fairs/>
  - Food Company Websites
  - Contact potential companies to discuss possible internship opportunities
  - Career Websites: <https://www.careersinfood.com/> , <https://www.goodfoodjobs.com/>

## **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:**

- Food manufacturer, research lab, quality assurance or test kitchen.
- Food industry organization that can offer a food science based experience. Ex. Iowa Soybean Association, 4-H, ISU Extension, etc.
- Qualified Study Abroad experience with a focus in food science. (2 week minimum, 2 credits):  
<http://www.fshn.hs.iastate.edu/undergraduate/study-abroad/>

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

- Fine or casual dining restaurants, catering, grocery store kitchens, banquet kitchens, country club kitchen or institutional kitchen.
- Test kitchen, in which the student will focus on recipe development and utilizing their culinary skills.
- Other organizations that can offer an experience with a focus on culinary skills.
- Qualified Study Abroad experience with a culinary focus (2 week minimum, 2 credits):  
<http://www.fshn.hs.iastate.edu/undergraduate/study-abroad/>

### **Once You Have Secured An Internship:**

- Complete Internship Approval Form and have your **cooperating supervisor sign it.**
- Develop three professional objectives for the internship experience.
- Schedule a meeting with the Culinary Food Science Coordinator.
- Turn the Approval Form into the Culinary Food Science Coordinator for final approval.
- You will receive a registration code for FS HN 491B/D once you turn in the approval form.

### **During the Internship:**

- Continually review your 3 professional objectives
- Complete one **Journal Form** for *each 40 hours* of your internship experience, five entries total.
- Meet with cooperating supervisor to discuss progress throughout the internship as needed
- Have your cooperating supervisor complete the **Supervisor Evaluation Form** during your final week of the internship.
- Take pictures to include in your **Video Internship Presentation** and **Career Connection**.

### **After the Internship Experience Hours are complete, you will be registered for FSHN 491 B/D:**

Typically, this will be the semester following your internship experience, but it may occur during the same semester as your internship.

#### **Typical Timeline:**

- **Spring** secure internship submit Approval Forms; meet with Erica Beirman to receive the registration code for FSHN 491
- **Summer** complete a minimum of 200 hours of internship
- **Fall** registered for FSHN 491 turn in all assignments

***Assignments will be due the second Friday of the semester by 5 p.m.***

#### **Submit the following assignments on Canvas:**

- Cooperating Supervisor Evaluation Form
- Internship Journal (five entries required)
- Video Internship Presentation

#### **Submit online the Career Connection Form:**

<https://hs.iastate.edu/current-students/career-connections/submit-your-experience/>

# Internship Approval Form

A minimum of 200 hours required for the internship credits.

**You must register your internship on the following link:**

[https://iastate.qualtrics.com/jfe/form/SV\\_0N6BbJXKWiHg1dX](https://iastate.qualtrics.com/jfe/form/SV_0N6BbJXKWiHg1dX)

**IMPORTANT!!!**

Record your internship for the semester you will be Registered for FSHN 491 typically Fall!!

\_\_\_\_\_ **Date completed**

By signing this Approval Form, I am stating that I have reviewed the information in this handbook and understand that I am responsible for submitting all assignments on the due dates indicated. Failure to do so will result in a failing grade.

<b>Intern Name:</b>	<b>Date:</b>
_____	_____
<b>Company Name:</b>	<b>Location: (city/state)</b>
_____	_____
<b>Approval by CUFS Coordinator:</b>	<b>Date:</b>
_____	_____
<b>Registration for FSHN 491 credit:</b>	
<b>Check One:</b> <input type="checkbox"/> FS HN 491 B Food Science Experience	
<input type="checkbox"/> FS HN 491 D Culinary Experience	

## **Assignment Due Dates**

**ALL Assignments are due on the second Friday of the semester, you register for internship credits**

1. Submit the Career Connections Form online: <https://hs.iastate.edu/current-students/career-connections/submit-your-experience/>

### **Submit the following assignments on Canvas:**

2. Internship Journals
3. Cooperating Supervisor Evaluation
4. Video Internship Presentation

# Internship Approval Form

## Internship Objectives

Develop three Professional Objectives for the internship in cooperation with your supervisor before beginning your internship. You should have one objective for each of the following focus areas:

- **Food Safety & Policies.** Practice proper sanitation standards.
- **Technical Skill** for the specific internship: food science/culinary principles and skills development i.e. knife skills/technical skills, quality assurance, R&D, etc.
- **Professional skill** development i.e. leadership, networking, or working in a team.

**The culinary food science coordinator must approve these *BEFORE* you begin the experience.**

### **1. Professional Skill Development:**

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### **2. Technical Skill Development:**

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### **3. Food Safety:**

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

\_\_\_\_\_ (Intern, printed and signed) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Cooperating Supervisor, printed and signed) \_\_\_\_\_ (Date)

## **Responsibilities of Participating Cooperating Supervisor**

1. Schedule the intern to work a **minimum of 200 hours**.
2. Provide support and guidance to the intern in achieving these objectives.
3. Assess the intern's performance using the Cooperating Supervisor Evaluation form.
4. If necessary, discuss confidentiality/proprietary agreement.

# Internship Guidelines

This internship will allow you to apply knowledge and skills that you have learned in the classroom in a practical on-the-job experience. This course is two credits Satisfactory/Fail grading.

This handbook is a guide that will assist you through the internship experience. It explains the registration process and includes the Approval form that must be turned into the culinary food science program coordinator **before** the internship begins.

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

CUFS 23 demonstrate the ability to work independently and in teams

CUFS 24 discriminate tasks to achieve a given outcome

CUFS 28 create oral presentations

CUFS 29 assemble food science information for a variety of audiences

CUFS 31 apply critical thinking skills to solve problems

CUFS 32 apply principles of food science in practical, real-world situations and problems

## **Intern Responsibilities & Performance Expectations**

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**200 hours minimum is required for FSHN 491 internship credit.**

1. **Complete the internship Approval Form** including your 3 professional objectives. Have the cooperating supervisor sign the internship approval form.
2. **Schedule a meeting with Erica Beirman, Culinary Food Science Coordinator** ([ebeirman@iastate.edu](mailto:ebeirman@iastate.edu)) the semester before the internship experience begins to turn in the Approval Form. Once you have, the Approval Form turned in you receive the registration code to register for FSHN 491 B/D credits.
3. **Register your internship with the college (required):**  
[https://iastate.qualtrics.com/jfe/form/SV\\_0N6BbJXKWiHg1dX](https://iastate.qualtrics.com/jfe/form/SV_0N6BbJXKWiHg1dX)  
**IMPORTANT!!!**  
Record your internship for the semester you will be Registered for FSHN 491 typically Fall!!
4. **Enroll in FSHN 491** during the semester in which you complete the academic course requirements. Students will enroll the semester following the completion of the internship experience. Although under special consideration, students may complete the internship experience and the academic requirements of this course simultaneously with prior approval.
5. **Complete all assignments On Time.** Failure to submit assignments by the deadline will result in a failing grade.

**Responsibilities of Cooperating Supervisor:** the person who will be monitoring and evaluating the intern during this internship experience.

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1. Schedule the intern to work a **minimum of 200 hours**.
2. Assist the intern in developing three objectives and provide support and guidance to the intern.
3. Assess the intern's performance using the Cooperating Supervisor Evaluation form.
4. If necessary, discuss confidentiality/proprietary agreement.

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

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1. Approve internship experience before the internship begins.
2. Maintain student records of internship experience.
3. Guide and direct intern before, during, and after the internship experience, as needed.
4. Evaluate all assignments and submit grade for student.

### **Course policies:**

#### **Free Expression**

Iowa State University supports and upholds the First Amendment protection of [freedom of speech](#) and the principle of [academic freedom](#) in order to foster a learning environment where open inquiry and the vigorous debate of a diversity of ideas are encouraged. Students will not be penalized for the content or viewpoints of their speech as long as student expression in a class context is germane to the subject matter of the class and conveyed in an appropriate manner.

#### **Academic Dishonesty**

The class will follow Iowa State University's policy on academic dishonesty. Anyone suspected of academic dishonesty will be reported to the [Dean of Students Office](#).

### **Grading and Required Assignments**

A **minimum of 75%** must be obtained on every assignment, receiving less than 75% on one or more assignments will result in a failing grade for the course.

<b><u>Assignments:</u></b>	Internship Journals (5 entries 20 points each)	100 points
	Career Connections Submission	50 points
	Video Internship Presentation	100 points
	Supervisor Evaluation Form	<u>50 points</u>
	Total:	300 points

### **Assignment Due Dates**

**ALL Assignments are due on the second Friday of the semester, you register for internship credits**

1. Submit the Career Connections Form online: <https://hs.iastate.edu/current-students/career-connections/submit-your-experience/>

### **Submit the following assignments on Canvas:**

2. Internship Journals
3. Cooperating Supervisor Evaluation
4. Video Internship Presentation

**Internship Journal 20 points each  
5 entries required**

**Internship Journal Rubric**

	<b>Exemplary (5)</b>	<b>Good (4)</b>	<b>Proficient (3)</b>	<b>Marginal (2-0)</b>	
<b>Objectives Analysis; new experiences, skills and accomplishments</b>	Objectives, new experiences, skills & accomplishments are discussed a majority of the time and fully analyzed	Objectives, new experiences, skills & accomplishments discussed	Objectives, new experiences, skills & accomplishments discussion is minimal	Objectives, new experiences, skills & accomplishments mentioned but not analyzed	—
<b>Observation Analysis of Professional behaviors/ interactions</b>	Observations of professional behaviors/ interactions are thorough and fully analyzed	Observations of professional behaviors/ interactions consistently documented	Observations of professional behaviors/ interactions are documented the analysis could be enhanced	Observations of professional behaviors/ interactions are brief and lack analysis	—
<b>Satisfaction/ Concerns</b>	Satisfaction/ Concerns are thoroughly discussed	Satisfaction/ Concerns consistently documented	Satisfaction/ Concerns are documented but minimally discussed	Satisfaction/ Concerns are brief and lack discussion	—
<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. Significant grammatical, spelling or punctuation errors	—

Total:



## Internship Journal Form

Name	
Company/ Organization	
Dates Worked	
<i><b>One entry is required for every <u>40 hours</u> of work completed with a minimum of 5 journal entries submitted. Each entry is worth up to 20 points. Journal entries must be typed!</b></i>	

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

***Observations and Analysis** of professional behaviors/interactions you have had in the workplace:*

*Satisfactions or concerns regarding your experiences during this time:*

## **Video Internship Presentation 100 points**

10–12 minute professional video-recorded presentation with a PowerPoint.

You should edit your video for quality purposes. It is important to include images and well developed slides for your Video Internship Presentation.

**The presentation must include:**

### **INTRODUCTION**

- You should begin the presentation by introducing yourself
- Describe the company/organization and what they do.
- Discuss the responsibilities of your internship position.
- Describe your three professional objectives for the experience. Provide detailed discussion about each objective.

### **PROFESSIONAL OBJECTIVE EVALUATION**

- Describe your professional objectives and if they were attained or not.
- Discuss technical skills developed specific to the focus of the internship experience i.e. food science or culinary experience.
- Discuss amount, type, and method for training staff
- Describe changes in which the training method could be improved/enhanced
- Explain how each professional skill used during this experience will help in your future professional career.

### **SUMMARY**

- Describe positive and challenging aspects of your internship experience. Include your evaluation for the company/organization as an internship site.
- What did you learn about the company/organization from your internship experience?
- What did you learn about yourself during your internship experience?

## Video Internship Presentation Rubric

	<b>Exemplary (20)</b>	<b>Good (16)</b>	<b>Proficient (12)</b>	<b>Marginal (8)</b>	<b>Unacceptable (4-0)</b>	<b>Points</b>
<b>Audiovisuals</b>	Audiovisuals included no errors	Audiovisuals included almost no errors	Audiovisuals included a few errors	Audiovisuals included many errors	Audiovisuals included numerous errors	
<b>Introduction: Description of company &amp; position held</b>	Intro yourself Descriptions of property and position held was complete	Intro present Descriptions of property and position held could be enhanced	Intro present Descriptions of property and position held was too brief	No Intro Descriptions of property or position held was missing	Descriptions of property and position held was missing	
<b>Objectives</b>	Detailed Discussion and Analysis of each professional objectives	Discussion and Analysis of each professional objectives is present	Professional objectives discussion could be enhanced	Professional objectives discussion is weak	Professional objectives were not discussed	
<b>Summary</b>	Both positive and negative aspects clearly identified and explained detailed account of your learning	Both aspects are identified and discussed. Discussion present about your learning	Both aspects are identified and discussed but lacked details	Both aspects are identified and discussed but were weak	Both aspects not addressed no discuss about your learning	
<b>Professional presentation</b>	Thoroughly organized presentation Spoke clearly, enthusiastic demeanor, appropriate time	Presentation was organized Spoke clearly Completed within allotted time	Presentation was somewhat organized Spoke clearly most of the time	Presentation was not organized. Speaker lacked confidence Did not manage presentation time	Presentation unorganized; read directly from notes or mumbled Exceeded time limits	

**Total Points**     /100

## Career Connection Assignment

You are required to submit a Career Connection for this assignment.

Complete the information online:

<https://hs.iastate.edu/current-students/career-connections/submit-your-experience/>

Share your experience to help future students decide what they want to do. Your experiences will be published on the web.

**Required fields:** You must fill in all fields noted with a red asterisk (\*). Other questions are optional.

*Type of Experience:* Internship

*ISU Coordinator:* Culinary Science – Erica Beirman

Be prepared to add a photo. Since the form is all about a specific experience, upload a photo of yourself at that experience or by a company sign. If photos were prohibited due to the sensitive nature of the work, please upload a nice photo that clearly shows your face with an appropriate background.

## Career Connection Rubric

	Exemplary	Good	Marginal	Unacceptable	Points
<b>Professional Product</b> 25-0	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	
<b>Summary Content</b> 20-0	All Required fields are complete with detailed information	Required fields are complete	Not all required fields are complete	Incomplete submission	
<b>Photo included</b> 5-0	Photo Included			No Photo submitted	

**Total Points** \_\_\_\_\_ /50

## Cooperating Supervisor Evaluation Form

The evaluation should be completed at the end of the internship experience.

Criteria	Needs Improvement		Satisfactory		Outstanding		N/A
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<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Possesses knowledge of job responsibilities and skills to accomplish tasks described in job description, learns new skills/information in timely manner*

Comments:

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<b>Work Performance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*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:

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<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*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:

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<b>Communication</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Demonstrates strong verbal and written skills, expresses ideas/solutions to problems effectively, professionally communicates with co-workers, uses proper communication channels*

Comments:

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<b>Attitude</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Accepts constructive criticism; performs job willingly, is enthusiastic, displays commitment to job*

Comments:

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<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Moves ahead when given responsibility, assesses what needs to be done and takes action*

Comments:

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<b>Interpersonal Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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*Cooperates with supervisor, co-workers, and subordinates; is a team player*

Comments:

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Cooperating Supervisor Signature	Title
I have discussed this evaluation with the cooperating supervisor:	

Intern Signature	Date
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