

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 515 294-0626	College of Ag. & Life Sciences Career Services 15 Curtiss Hall mikegaul@iastate.edu 515 294-4725
---	--
- Look for internship opportunities (may be paid or unpaid):
 - CYHIRE: https://cyhire.iastate.edu/students/index.php?signin_tab=0
 - 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

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 An Internship:

- Schedule a meeting with the Culinary Food Science Coordinator.
- Complete Internship Approval Form and have your **cooperating supervisor sign it.** Develop three professional objectives for the internship experience.

- 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.

- Assignments will be due the second Friday of the semester by 5 p.m.
 1. Submit the following assignments on Canvas:
 - Cooperating Supervisor Evaluation Form
 - Internship Journal (five entries required)
 - Internship Experience Paper
 - Video Internship Presentation
 2. Complete the Career Connection form online:
<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

_____ **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.

Intern Name: _____	Date: _____
Company Name: _____	Location: (city/state) _____
Approval by CUFS Coordinator: _____	Date: _____
Registration for FSHN 491 credit:	
Check One: <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. Internship Experience Paper
5. Video Internship Presentation

Internship Approval Form (cont.)

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:

2. Technical Skill Development:

3. Food Safety:

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. Assist the intern in developing three objectives and 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
- CUFE 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

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) 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
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.** See details for each assignment's due date in the internship handbook. 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.

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

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](#).

Accessibility Statement

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes before accommodations will be identified. After eligibility is established, SAS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at www.sas.dso.iastate.edu, by contacting SAS staff by email at accessibility@iastate.edu, or by calling 515-294-7220. Student Accessibility Services is a unit in the Dean of Students Office located at 1076 Student Services Building.

Discrimination and Harassment

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, Hotline 515-294-1222, email eooffice@iastate.edu

Prep Week

This class follows the Iowa State University Prep Week policy as noted in section 10.6.4 of the [Faculty Handbook](#).

Religious Accommodation

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request the reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the [Dean of Students Office](#) at 515-294-1020 or the [Office of Equal Opportunity](#) at 515-294-7612.

Contact Information for Academic Issues

If you are experiencing, or have experienced, a problem with any of the above statements, email academicissues@iastate.edu

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.

<u>Assignments:</u>	Internship Journals (5 entries 20 points each)	100 points
	Internship Experience Paper	100 points
	Career Connections Submission	50 points
	Video Internship Presentation	100 points
	Supervisor Evaluation Form	<u>50 points</u>
	Total:	400 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. Internship Experience Paper
5. Video Internship Presentation

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

Internship Journal Rubric

	Exemplary (5)	Good (4)	Proficient (3)	Marginal (2-0)	
Objectives Analysis; new experiences, skills and accomplishments	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	—
Observation Analysis of Professional behaviors/ interactions	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	—
Satisfaction/ Concerns	Satisfaction/ Concerns are thoroughly discussed	Satisfaction/ Concerns consistently documented	Satisfaction/ Concerns are documented but minimally discussed	Satisfaction/ Concerns are brief and lack discussion	—
Format, Grammar, Spelling, Punctuation	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>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!</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:

Internship Experience Paper 100 points

Paper must be:

- Typed, 12-pt. font, double-spaced, on standard 8½x11” typing paper
- No greater than 1” margins on all sides
- Title page should identify: Name, your job title, & company name
- ***Minimum of 6 pages in length***, addressing each content area described below.

INTRODUCTION

- 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 and how it was accomplished.

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

PROFESSIONAL DEVELOPMENT

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

SUMMARY

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

Internship Experience Paper Rubric

	Exemplary (10)	Good (8)	Proficient (6)	Marginal (4)	Unacceptable (0)	Points
Professional Product	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	The product has unacceptable formatting and errors	___ x 1
Introduction	Company is thoroughly described. Position held is clearly defined.	Company description and position description is present	Company description and position description could be more thoroughly discussed	Company and position descriptions are listed but not discussed	Company and position descriptions are missing	___ x 1
Objectives	Objectives are clearly defined and thoroughly explained	Objectives are listed. Discussion could be enhanced	Objectives are listed but not discussed	Objectives are incomplete	Objectives are not present	___ x 2
Technical Skills	Safety/Sanitation policies are clearly stated. Specific technical skills developed are thoroughly explained	Descriptions of Safety/Sanitation policies are present. Specific technical skills developed are stated and explained	Description of Safety/Sanitation policies could be enhanced. 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
Training	Thorough discussion of methods and types of training. Opinions/ observations are complete	Discussion of methods & style of training is present	Discussion of methods & style of training is present but lacks further development	Discussion is incomplete	This segment is missing from the paper	___ x 2
Professional Development	Identified and thoroughly explained all professional skills developed	Identified professional skills developed	Identified and explained some but not all professional skills developed	Discussion about professional skills developed is weak	This entire segment is missing from the paper	___ x 1
Summary	Thoughtful responses to both summary questions	Response present for both summary questions	Response present for both summary questions but could be enhanced	Minimal response to both summary questions	The summary section is missing	___ x 1

Total Points _____ /100

Video Internship Presentation 100 points

6-10-minute professional video-recorded presentation. 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 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 challenging aspects of your internship experience
- Include your evaluation for the company/organization as an internship site.

Video Internship Presentation Rubric

	Exemplary (20)	Good (16)	Proficient (12)	Marginal (8)	Unacceptable (4-0)	Points
Audiovisuals	Audiovisuals included no errors	Audiovisuals included almost no errors	Audiovisuals included a few errors	Audiovisuals included many errors	Audiovisuals included numerous errors	
Introduction: Description of company & position held	Descriptions of property and position held was complete	Descriptions of property and position held could be enhanced	Descriptions of property and position held was too brief	Descriptions of property or position held was missing	Descriptions of property and position held was missing	
Objectives	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	
Positive and challenging aspects of experience	Both aspects clearly identified and explained	Both aspects are identified and discussed	Both aspects are identified and discussed but lacked details	Both aspects are identified and discussed but were weak	Both aspects not addressed	
Professional presentation	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 on the following link: <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
Professional Product 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	
Summary Content 20-0	All Required fields are complete with detailed information	Required fields are complete	Not all required fields are complete	Incomplete submission	
Photo included 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
----------	----------------------	--	--------------	--	--	-------------	--	-----

Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

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

Comments:

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

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

Comments:

Interpersonal Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
-----------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

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

Comments:

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

Intern Signature	Date
------------------	------