

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.