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; these may be paid or unpaid experiences:
  o CYHIRE: cyhire.iastate.edu/students/
  o Career Fair
  o Food Company Websites
  o Contact potential companies to discuss possible internship opportunities
  o Career Websites: goodfoodjobs.com and careersinfood.com

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 3 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.
- 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 Oral Professional Presentation and Career Connection submission.

During the semester you are 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 a binder with all assignments to, Erica Beirman 215 MacKay Hall:
     - Cooperating Supervisor Evaluation Form
     - Internship Journal
     - Internship Experience Paper
  2. Complete the Career Connection form online:
     http://www.hs.iastate.edu/content/careers/submit.php

- Oral Professional Presentation – This presentation will be scheduled by the Culinary Food Science Coordinator around the midterm of the semester you are registered for the credits.
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. **Two credits, Satisfactory/Fail, will be given for completion of internship.**

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 science program coordinator **before** the internship begins.

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**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/undergraduate-programs/outcomes/

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 Food 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.

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I. **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.

http://www.studentconduct.dso.iastate.edu/academic/misconduct.html

II. **Disability Accommodation**

Iowa State University complies with the Americans with Disabilities Act and Sect 504 of the Rehabilitation Act. If you have a disability and anticipate needing accommodations in this course, please contact (instructor name) to set up a meeting within the first two weeks of the semester or as soon as you become aware of your need. Before meeting with (instructor name), you will need to obtain a SAAR form with recommendations for accommodations from the Disability Resources Office, located in Room 1076 on the main floor of the Student Services Building. Their telephone number is 515-294-7220 or email disabilityresources@iastate.edu. Retroactive requests for accommodations will not be honored.

III. **Dead Week**

This class follows the Iowa State University Dead Week policy as noted in section 10.6.4 of the Faculty Handbook.

http://www.provost.iastate.edu/faculty-and-staff-resources/faculty-handbook
IV.  
**Harassment and Discrimination**
Iowa State University strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon race, ethnicity, sex (including sexual assault), pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. veteran. Any student who has concerns about such behavior should contact his/her instructor, Student Assistance at 515-294-1020 or email dso-sas@iastate.edu, or the Office of Equal Opportunity and Compliance at 515-294-7612.

V.  
**Religious Accommodation**
If an academic or work requirement conflicts with your religious practices and/or observances, you may request reasonable accommodations. Your request must be in writing, and your instructor or supervisor will review the request. You or your instructor may also seek assistance from the Dean of Students Office: [http://www.dso.iastate.edu/](http://www.dso.iastate.edu/) or the Office of Equal Opportunity and Compliance: [http://www.eoc.iastate.edu/](http://www.eoc.iastate.edu/)

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**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/](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/](http://www.fshn.hs.iastate.edu/undergraduate/study-abroad/)

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**Intern Responsibilities & Performance Expectations**

Secure an internship experience which you will work a minimum of **200 hours**.

1. **Complete the internship Approval Form** including your 3 professional objectives. Have the cooperating supervisor sign the internship approval form, turn into Erica Beirman before your internship begins.
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 will be given the registration code to register for the FSHN 491 B/D credits.

3. **Enroll in FSHN 491B or FS HN 491 D** 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 from Erica Beirman, Culinary Food Science Coordinator.

4. **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 3 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.
5. Work with intern to arrange presentation time.

**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.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Journal</td>
<td>100</td>
</tr>
<tr>
<td>Internship Experience Paper</td>
<td>100</td>
</tr>
<tr>
<td>Career Connections Submission</td>
<td>50</td>
</tr>
<tr>
<td>Internship Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Supervisor Evaluation</td>
<td>50</td>
</tr>
</tbody>
</table>

**Total: 400 points**

**Assignment Due Dates**

Assignments are due the second Friday at 5 p.m. during the semester you are register for FS HN 491 B/D*. These should be turned into Erica Beirman, Culinary Food Science Coordinator and uploaded when noted to BlackBoard.

Submit binder with the following assignments:

1. Internship Journal (also upload to BlackBoard)
2. Cooperating Supervisor Evaluation
3. Internship Experience Paper (also upload to BlackBoard)
4. Complete Career Connections Form online: www.hs.iastate.edu/content/careers/submit.php
5. Professional Presentation time and date will be set by Erica Beirman, Culinary Food Science Coordinator.

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

<table>
<thead>
<tr>
<th>Objectives Analysis; new experiences, skills and accomplishments</th>
<th>Exemplary (10)</th>
<th>Good (8)</th>
<th>Proficient (6)</th>
<th>Marginal (4-0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives, new experiences, skills &amp; accomplishments are discussed a majority of the time and fully analyzed</td>
<td>Objectives, new experiences, skills &amp; accomplishments discussed</td>
<td>Objectives, new experiences, skills &amp; accomplishments discussion is minimal</td>
<td>Objectives, new experiences, skills &amp; accomplishments mentioned but not analyzed</td>
<td>___ x 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Observation Analysis of Professional behaviors/interactions</th>
<th>Exemplary (10)</th>
<th>Good (8)</th>
<th>Proficient (6)</th>
<th>Marginal (4-0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observations of professional behaviors/interactions are thorough and fully analyzed</td>
<td>Observations of professional behaviors/interactions consistently documented</td>
<td>Observations of professional behaviors/interactions are documented the analysis could be enhanced</td>
<td>Observations of professional behaviors/interactions are brief and lack analysis</td>
<td>___ x 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Satisfaction/Concerns</th>
<th>Exemplary (10)</th>
<th>Good (8)</th>
<th>Proficient (6)</th>
<th>Marginal (4-0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfaction/Concerns are thoroughly discussed</td>
<td>Satisfaction/Concerns consistently documented</td>
<td>Satisfaction/Concerns are documented but minimally discussed</td>
<td>Satisfaction/Concerns are brief and lack discussion</td>
<td>___ x 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Format, Grammar, Spelling, Punctuation</th>
<th>Exemplary (10)</th>
<th>Good (8)</th>
<th>Proficient (6)</th>
<th>Marginal (4-0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entries are typed and organized No grammatical, spelling or punctuation errors</td>
<td>All entries are typed Almost no grammatical, spelling or punctuation errors</td>
<td>All entries are typed. Few grammatical, spelling or punctuation errors</td>
<td>Entries are not typed or organized. Significant grammatical, spelling or punctuation errors</td>
<td>___ x 1</td>
</tr>
</tbody>
</table>

Total:
You are required to maintain an Internship Journal. One entry is required for every 40 hours of work completed with a minimum of 5 journal entries. Journal entries must be typed!

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 internship company/organization and what they do.
- Discuss the responsibilities of your internship position.
- Describe your 3 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

<table>
<thead>
<tr>
<th></th>
<th>Exemplary (10)</th>
<th>Good (8)</th>
<th>Proficient (6)</th>
<th>Marginal (4)</th>
<th>Unacceptable (0)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Product</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product is professional and follows formatting requirements and no grammatical errors.</td>
<td></td>
<td></td>
<td>Format and/or errors are significant</td>
<td>Major grammatical errors and formatting errors</td>
<td>The product has unacceptable formatting and errors</td>
<td>___ x 1</td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company is thoroughly described. Position held is clearly defined.</td>
<td></td>
<td></td>
<td>Company description and position description is present</td>
<td>Company and position descriptions are listed but not discussed</td>
<td>Company and position descriptions are missing</td>
<td>___ x 1</td>
</tr>
<tr>
<td><strong>Objectives</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objectives are clearly defined and thoroughly explained</td>
<td></td>
<td></td>
<td>Objectives are listed. Discussion could be enhanced</td>
<td>Objectives are listed but not discussed</td>
<td>Objectives are incomplete</td>
<td>___ x 2</td>
</tr>
<tr>
<td><strong>Technical Skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety/Sanitation policies are clearly stated. Specific technical skills developed are thoroughly explained</td>
<td></td>
<td></td>
<td>Descriptions of Safety/Sanitation policies are present Specific technical skills developed are stated and explained</td>
<td>Description of Safety/Sanitation policies could be enhanced Technical skills acquired are stated but not explained</td>
<td>Safety/Sanitation policies and technical skills are not clearly stated</td>
<td>___ x 2</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thorough discussion of methods and types of training. Opinions/observations are complete</td>
<td></td>
<td></td>
<td>Discussion of methods &amp; style of training is present</td>
<td>Discussion of methods &amp; style of training is present but lacks further development</td>
<td>Discussion is incomplete</td>
<td>___ x 2</td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identified and thoroughly explained all professional skills developed</td>
<td></td>
<td></td>
<td>Identified and explained some but not all professional skills developed</td>
<td>Discussion about professional skills developed is weak</td>
<td>This entire segment is missing from the paper</td>
<td>___ x 1</td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoughtful responses to both summary questions</td>
<td></td>
<td></td>
<td>Response present for both summary questions</td>
<td>Response present for both summary questions but could be enhanced</td>
<td>Minimal response to both summary questions</td>
<td>___ x 1</td>
</tr>
</tbody>
</table>

**Total Points** __________ /100
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 FSHN faculty and Culinary Food 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 challenging aspects of your internship experience
- Include your evaluation for the company/organization as an internship site.
- Allow 3-5 minutes for questions and answers.

The time should be arranged with the Culinary Food Science Coordinator with a date and time for the presentation.
## Professional Presentation Rubric

<table>
<thead>
<tr>
<th></th>
<th>Exemplary (10)</th>
<th>Good (8)</th>
<th>Proficient (6)</th>
<th>Marginal (4)</th>
<th>Unacceptable (2-0)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiovisuals</td>
<td>Audiovisuals included no errors</td>
<td>Audiovisuals included almost no errors</td>
<td>Audiovisuals included a few errors</td>
<td>Audiovisuals included many errors</td>
<td>Audiovisuals included numerous errors</td>
<td>____ x 2</td>
</tr>
<tr>
<td>Introduction: Description of company &amp; position held</td>
<td>Descriptions of property and position held was complete</td>
<td>Descriptions of property and position held could be enhanced</td>
<td>Descriptions of property and position held was too brief</td>
<td>Descriptions of property or position held was missing</td>
<td>Descriptions of property and position held was missing</td>
<td>____ x 2</td>
</tr>
<tr>
<td>Objectives</td>
<td>Detailed Discussion and Analysis of each professional objectives</td>
<td>Discussion and Analysis of each professional objectives is present</td>
<td>Professional objectives discussion could be enhanced</td>
<td>Professional objectives discussion is weak</td>
<td>Professional objectives were not discussed.</td>
<td>____ x2</td>
</tr>
<tr>
<td>Positive and challenging aspects of experience</td>
<td>Both aspects clearly identified and explained.</td>
<td>Both aspects are identified and discussed</td>
<td>Both aspects are identified and discussed but lacked details</td>
<td>Both aspects are identified and discussed but were weak</td>
<td>Both aspects not addressed.</td>
<td>____ x 2</td>
</tr>
<tr>
<td>Professional presentation</td>
<td>Thoroughly organized presentation. Spoke clearly; good eye contact; enthusiastic demeanor; well organized presentation; appropriate time</td>
<td>Presentation was organized. Spoke clearly and established eye contact with audience. Completed within allotted time.</td>
<td>Presentation was somewhat organized. Spoke clearly most of the time. Sometimes established eye contact.</td>
<td>Presentation was not organized. Speaker lacked eye contact and confidence. Did not manage presentation time.</td>
<td>Presentation unorganized; did not make eye contact; read directly from notes or mumbled. Exceeded time limits</td>
<td>____ x 2</td>
</tr>
</tbody>
</table>

Total Points ____/100
Career Connection Assignment

You are required to submit a Career Connection for this assignment. Complete the information on the following link: http://www.hs.iastate.edu/content/careers/submit.php

Career Connections:
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, which is asked for after clicking “submit.” 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

<table>
<thead>
<tr>
<th></th>
<th>Exemplary (5)</th>
<th>Good (4)</th>
<th>Marginal (2)</th>
<th>Unacceptable (1-0)</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Product</td>
<td>Profile included no grammatical errors; followed specified format</td>
<td>Profile has few errors;</td>
<td>Profile has numerous errors; specified format was not followed; format segments are missing</td>
<td>Product is sloppy</td>
<td>_____ x 2</td>
</tr>
<tr>
<td>Summary Content</td>
<td>All Required fields are complete with detailed information</td>
<td>Required fields are complete</td>
<td>Not all required fields are complete</td>
<td>Incomplete submission</td>
<td>_____ x 2</td>
</tr>
<tr>
<td>Photo included</td>
<td>Photo Included</td>
<td></td>
<td></td>
<td>No Photo submitted</td>
<td>_____ x 1</td>
</tr>
</tbody>
</table>

Total Points _____ /50
## Cooperating Supervisor Evaluation Form

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

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Needs Improvement</th>
<th>Satisfactory</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Knowledge</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possesses knowledge of job responsibilities and skills to accomplish tasks described in job description, learns new skills/information in timely manner Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work Performance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dependability</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Demonstrates strong verbal and written skills, expresses ideas/solutions to problems effectively, professionally communicates with co–workers, uses proper communication channels Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Attitude</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepts constructive criticism; performs job willingly, is enthusiastic, displays commitment to job Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Initiative</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moves ahead when given responsibility, assesses what needs to be done and takes action Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interpersonal Skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperates with supervisor, co–workers, and subordinates; is a team player Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cooperating Supervisor Signature ____________________________

I have discussed this evaluation with the cooperating supervisor:

Intern Signature ____________________________ Date ____________________________
The primary goal of the internship is to assist you in:

- Applying concepts and skills acquired in the classroom to a professional work environment.
- Acquiring job-related technical competencies.
- Gaining work experience through networking and responsibilities encountered on-the-job.

A minimum of 200 hours must be completed.

Check One:  
- FS HN 491 B Food Science Experience  
- FS HN 491 D Culinary Experience

Assignment Due Dates
Assignments are due the second Friday at 5 p.m. during the semester you are registered for FS HN 491 B/D*. These should be turned into Erica Beirman, Culinary Food Science Coordinator and uploaded when noted to BlackBoard.

Submit binder to the Culinary Food Science Coordinator with the following assignments:
1. Internship Journal (also upload to BlackBoard)  
2. Cooperating Supervisor Evaluation  
3. Internship Experience Paper (also upload to BlackBoard)  
4. Complete Career Connections Form online: [www.hs.iastate.edu/content/careers/submit.php](http://www.hs.iastate.edu/content/careers/submit.php)

5. Professional Presentation time and date will be set by Erica Beirman, Culinary Food Science Coordinator.

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

You must register your internship on the following link:

https://iastate.qualtrics.com/jfe/form/SV_aa7nZOqrKqpRPox

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 Name: ___________________________ Date: ______________

Approved by Culinary Food Science Coordinator: ___________________________ Date: ______________

Registration Complete ______________
Internship Objectives

Develop 3 Professional Objectives for the internship in cooperation with your supervisor before beginning your internship. Areas to think about when developing your objectives:

- Food Safety & Policies. Practice proper sanitation standards.
- Food science/culinary principles and skills development i.e. knife skills/technical skills
- Professional skill development i.e. leadership, networking, or working in a team.
- Professional communication skills development.

**Responsibilities of Participating Cooperating Supervisor**

1. Schedule the intern to work a **minimum of 200 hours**.
2. Assist the intern in developing 3 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.

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

1. 

2. 

3. 

We agree to comply with the conditions of this agreement:

______

(Intern, printed and signed)  (Date)

______

(Cooperating Supervisor, printed and signed)  (Date)