



**Student Information:**

Name:			School e-mail:		
Address:			Personal e-mail:		
City:			State:	Zip:	
ID#			Course #:		
Local phone #:		Home phone #:			
		Cell phone #			
Fall	Spring	Summer	Year:		

**Prerequisites Met:**

Culinary Arts: FHD 210 Applied Food Preparation & Production      Yes\_\_\_\_\_ No\_\_\_\_\_

Baking/Pastry Arts: FHD 208 Principles of Quantity Baking      Yes\_\_\_\_\_ No\_\_\_\_\_

Hospitality Mgt: FHD 106 Introduction to the Hospitality Industry      Yes\_\_\_\_\_ No\_\_\_\_\_

MGT 115 Principles of Management      Yes\_\_\_\_\_ No\_\_\_\_\_

Number of Credits Earned:	GPA:	Major:
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**Employer Information:**

Company Name:					
Street Address:					
City:			State:	Zip:	
Supervisor/Contact Person:			Title:		
Telephone #:			Fax #:		
E-mail address:			Approved Site: Yes _____ No _____		
Dates of Experience:	Start:	End:	Pay Rate:		
Explanation:					
Documentation requirements include: menu, product list, brochure, and business card of employer.					
ACF Certified or certifiable Chef:		Yes_____	No_____		
Resume/Data Sheet of Chef:		Yes_____	No_____		

**Please attach a copy of your current resume to this application.**



## **Student Expectations:**

Through internship, students are afforded an opportunity to apply knowledge and skills acquired during their academic classes in a production/commercial setting. They will observe and practice professional industry standards. In addition to enhancing their skills, internship will help them analyze career goals and aspirations. Students are expected to conduct themselves in a professional manner and must agree to the following internship policies:

1. As an employee, the student agrees to and abide by all employer rules and regulations
2. Students agrees to approach the internship experience with enthusiasm, a positive attitude, a willingness to learn, and an appreciation of the opportunities/privileges that internship provides.
3. The student must complete all internship assignments, including application, internship log, and written report.
4. Students not only represent themselves, but also the School of Hospitality and Penn College. Therefore, students must conduct themselves in a professional manner at all times.
5. The student agrees to perform all employee tasks assigned to them by the employer. The student must abide by the posted work schedules and agree to the hourly work duties assigned to him/her. The student should be flexible regarding work schedules and be available for overtime at the request of their supervisor.
6. The student, as an employee, agrees to act at all times in the best interest of the employer.
7. As an employee, extended absences from work or special time off requests are generally unacceptable. Your consistent attendance at work is important to the employer, since every position in the organization is vital to the success of the operation. You are required to understand and utilize all company human resource policies and procedures.
8. The student is expected to abide by all College policies and procedures as documented in the Penn College Student Handbook and College Catalog, while participating in internship activities.

The student must maintain a 2.0 GPA prior to the full approval of the initiated Training Agreement and Internship Program. If the employer is in agreement, the student can remain at the property as an employee to gain experience and hone skills. (Some circumstances may warrant a joint decision to continue the program).



I, the student, have read and fully understand my role as an intern/employee. I agree to abide by and fulfill to the best of my ability, the requirements of internship as stated above.

**Signatures:**

Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to your internship coordinator.**