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CULINARY ARTS Work Experience Requirement Guidelines

Course # CAHT 002, CRN # 25112

800#	 	
Date Completed	 	
Academic Advisor	 	

Name

Why is it important to have a job in the foodservice industry while you are in college?

Valuable experience is gained when information learned in the classroom is combined with a real work experience. Work experience allows you to apply the knowledge and skills learned in the first year courses and prepares you for the upper level classes in culinary arts required during your second year. The ideal position will give you time to practice your skills and use your prior learning to help you be successful in the workplace.

Objectives of the Work Experience:

A person learns most when they apply the knowledge learned in classes and labs. Work experience gives you the opportunity to apply classroom theories to an actual on-the-job learning situation.

The objectives of this approach to learning are to:

- A. Enable students to learn more about the occupation of his/her choice through work experience.
- B. Allow students to experiment with occupational goals early enough to enable them to alter these without losing valuable education.
- C. Encourage students to assume a more mature attitude toward their academic preparation.
- D. Permit students to work in actual situations that cannot be duplicated in the classroom.
- E. Enable students to acquire experiences gained through actual customer and employee relationships.
- F. Allow students the opportunity to develop a sense of responsibility required in the business world.
- G. Help students learn--through real experience--the values of personal qualities such as neatness, politeness, courtesy, and concern for the clientele with whom they are working.
- H. Familiarize the student with the experiences related to the process of seeking employment.
- I. Aid students in career planning.

Steps to a Successful Work Experience

- 1. Meet with your advisor to discuss work sites and job interviews during your second semester. It is your responsibility to find a place of employment for your work experience. Take advantage of The Student Success Center. Staff in the Student Success Center are prepared to assist you in finding a job that is appropriate for your career path!
- 2. Register for CAHT 002 for your 3rd semester.
- 3. Choose an appropriate work site and job that is related to their major. For example:

Culinary Majors — work in a kitchen in a food service operation. Restaurant Majors — work in the front of the house or kitchen.

4. At the end of employment please give the "Employer Evaluation Form" to your supervisor to be filled out. Attach your <u>personal work experience report</u> to this and:

Mail to:

SUNY Cobleskill, Attn: "Your Academic Advisor"

Department of Agriculture and Food Management

102 Otsego Avenue

Cobleskill, NY 12043

Or fax to: (518) 255-6325

Or scan and email to: Foodmanagement@cobleskill.edu

Personal Work Experience Report:

To be completed by the student. This MUST be typed, #12 font, a minimum of 2 pages in length.

Please discuss the following:

Section 1: Description of the business.

- history of the business
- size of business
- number of seats, rooms
- is the property a chain or independent owned?
- number of employees
- customer profile
- business services performed, types of facilities, explain
- What are some of the positive things that this employer does for their staff? For their guests? Why do you think it is positive?
- What are some of the problems of this business in relation to staff and/or guest services? Why is it problematic? And, how might it be corrected?

Section 2: Description of your job responsibilities:

• Provide an overview of what type of work you did. Did your job change in any way during this experience? Do you feel that you increased your knowledge of the culinary arts or further developed your skills while at this job? If so, please share some examples of your growth.

Section 3: Self Evaluation

• How well did your course work at SUNY Cobleskill prepare you for your position? Be specific.

State University of New York at Cobleskill College of Agriculture and Technology Cobleskill, New York

TRAINING AGREEMENT and JOB REQUIREMENTS

This agreement defines the conditions for training of students on their work experience requirement. It should be reviewed, completed and signed by the employer and student and included with the final submission at the end of the experience.

Student Responsibilities

- A. The student is responsible for locating and obtaining employment at an approved establishment.
- B. Abide by all company policies, regulations and standards that apply to regular employees.
- C. Perform diligently the work assigned by the employer, working a minimum of 400 hours.
- D. If the student-worker consistently fails to meet the employer's requirements (i.e., lack of academic preparation, tardiness, absence from work, unproductive or unprofessional behavior) then the employer can decide to terminate the work practice assignment prematurely.

Employer Responsibilities

- A. Employ the student from ______ to _____. date
- B. Provide the student with a quality, work environment where he/she can build confidence while gaining knowledge and skills.
- C. Employ the student for a minimum of 400 hours.
- D. Sign and provide comments on the Student Information Sheet.
- E. Be an Equal Opportunity Employer; accept and assign students to jobs and otherwise treat students without regard to sex, race, color, national origin or disability.
- F. Communicate positive or negative progress, effectiveness and contribution of student worker by meeting with student on a regular basis.
- G. Provide feedback to the Department Agriculture and Food Management Department, at SUNY Cobleskill regarding student progress, effectiveness and contribution by placing comments on Student Information Sheet.
- H. Should the arrangement be unsuccessful, and the student fails to meet the employer's expectations, the work study internship will be terminated.

If there are any questions, problems, suggestions, concerns or complaints, feel free to contact the college at (518) 255-5425. Thank you for providing our student with a valuable industry experience!

State University of New York at Cobleskill College of Agriculture and Technology Cobleskill, New York

EMPLOYER EVALUATION

Student's N	ame	Position
Employer _		
Additional c		Please check the appropriate block under each category for trainee. or appropriate. This form should be completed by the individual who ats.
Please return	the form at the completion of	of work experience to:
SUNY Cobl Chair Agricu Cobleskill, N	lture and Food Management	
Or fax to (51	(8) 255-6325	
Or, scan and	email to: Foodmanagement@	@cobleskill.edu
Please ans	swer the following:	
I. Al	PPEARANCE () An asset to business () Usually neat	() Needs improvement() Detrimental to business
	Comments:	
II.	PUNCTUALITY () Always on time () Usually on time	· · · · · · · · · · · · · · · · · · ·
	Comments:	
III.	ATTENDANCE	() Occasionally about
	() Never misses work() Seldom absent	() Occasionally absent() Frequently absent

	IV.	DEPENDABILITY () Follows directions well () Sometimes careless in following directions () Usually follows directions () Unreliable in following directions
		Comments:
	V.	INTEREST IN WORK () Enthusiastic about work () Interested in certain phases () Interested most of time () Lacks interest in work
		Comments:
	VI.	JUDGMENT () Makes sound decision on the job () Lacks good judgment occasionally () Usually shows good judgment () Lacks good judgment frequently
Comme	ents:	
	VII.	CUSTOMER OR CLIENT RELATIONS () Excellent with customer/clients () Needs improvement with customers () Had no contact with customer/clients
		Comments:
	VIII.	INITIATIVE
		() Seeks out work to be done
		() Occasionally seeks out more work
		() Seldom works beyond assigned duties
		() Lacks vision in work
	Comm	ents:
IX.	COOD	ERATION
1Λ.	COOP	() Works unusually well with others () Cooperates well () Cooperates well () Cooperative
		Comments:

Comments:

	() Highly competent in all areas of appleximent
	() Highly competent in all areas of employment() Competent in most jobs assigned
	() Capable of performing only minimum number of tasks
	() Lacks competence in almost all areas
	() Eachs competence in units an areas
	Comments:
XI.	STUDENT RATING
	() Excellent
	() Above average
	() Below average
	() Very poor
A con	of this report will be included in the student placement file unless the student advises to the contrary
A cop	of this report will be included in the student placement file unless the student advises to the contrary.
	worked a total ofhours.
STUD	worked a total ofhours.
STUD The st	worked a total ofhours.
STUD The st	worked a total ofhours. ENTS NAME dent and the employer or supervisor met and discussed the evaluation of this report.

If you are interested in SUNY Cobleskill graduates as a source for staffing, please contact the Student Success Center, SUNY Cobleskill, Cobleskill, NY 12043. Telephone 5l8/255-5624.