



## EXTERNSHIP AGREEMENT

STUDENT: \_\_\_\_\_ PLACEMENT SITE: \_\_\_\_\_

STUDENT PHONE: \_\_\_\_\_ STUDENT E-MAIL: \_\_\_\_\_

1. Student will register for the required twelve credits of externship.
2. The **Confirmation Notice** will be returned to OCCI the first day of externship.
3. During the externship, the student will use the **Recipe Template** to document **two items from each section of the menu**:
  - Appetizers
  - Salads/Soups
  - Entrée

The following requirements will be included for each preparation in the recipe template:

- Menu item name
  - Photo (on disc is also acceptable)
  - Recipe/ingredients/preparation
  - Costing
4. A minimum of **three contacts**, (the Confirmation Notice being your first contact) by phone or e-mail, between the externship student and the appropriate Chef Instructor at OCCI, are expected during the externship.
  5. Student will be responsible for documenting all hours worked, verified by the Supervising Chef or by the facility (official time slips are acceptable).
  6. At the conclusion of externship, the Supervising Chef will complete a **“Worksite Evaluation”** and discuss with the student.
  7. The student will complete the **Essay /Report** for future use at OCCI.
  8. Complete 396 hours of externship at the work site.
  9. All completed forms and disc must be returned to OCCI by the end of the first week following completion of the externship.

**I have read, discussed and understand these externship expectations.**

Signed \_\_\_\_\_ Date \_\_\_\_\_