



Dear Student Extern,

The attached materials represent your Externship Syllabus, including the documentation required to submit for your final grade.

This packet includes the following forms:

- Statement of Confidentiality
- Externship Agreement
- Confirmation Notice
- Student Time Sheet
- Student Essay/Report
- Worksite Evaluation
- Recipe Template (*make enough copies to complete your assignment*)
- Blank Disc

Statement of Confidentiality and The Externship Agreement Forms.

Once you have read and understood these forms, please sign them and hand them back to your chef as soon as you receive this packet.

Confirmation Notice Form.

Mail this signed statement to OCCI *as soon as your externship begins*. This is especially crucial for financial aid. Mail it in care of Kristen Kreskey, Oregon Coast Culinary Institute, 1988 Newmark, Coos Bay, OR 97420.

Student Time Sheet, Worksite Evaluation, Student Essay/Report, Recipes Forms, and Disc

It is **your responsibility** to have these forms completed, signed and returned to OCCI at the above address. These forms are to be received by the end of the first week following the completion of your externship.

Communication

You are expected to communicate with your Chef Instructor during your externship. The first communication will be in the form of the Confirmation Notice. A phone call or email will be required halfway through the externship. An exit phone call or visit will also be required in your last week of your externship. **This is necessary to receive full credit.**

You will not receive a final grade on your diploma until all required forms and essays have been received. If no reports have been received and there has been no verbal contact by the end of your externship, you will be withdrawn from the program.

We plan for successful externships. However, if a problem should occur, first analyze your performance and attitude and then make an appointment to talk with your chef or supervisor. This allows you to express your thoughts and concerns and receive feedback. However, if the problem persists **you should contact your Chef Instructor**. Each situation will be handled individually according to the student's and the establishment's particular circumstances. In addition, we may request a written explanation from the student and Chef Supervisor as to the nature of the problem.

Thank you for your cooperation in regard to the required forms and we hope you have a rewarding externship. Remember, the value of this training experience will be in direct proportion to your effort, professionalism and dedication.

Sincerely,

Chef Shawn Hanlin and Staff
Externship Coordinators