



## 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 develop a portfolio, using the **Recipe Template**, of successful preparations. This will include **six total items from any of the categories on the worksite evaluation form:**

- Lean Yeast Dough
- Rich Yeast Dough
- Quick Breads, Donuts and Fritters
- Tarts, Pies and Cookies
- Creams, Custards, Mousse, Soufflés, Syrups, Icings and Sauces
- Cakes and Tortes
- Individual Desserts, Cookies and Pastries
- Frozen Desserts
- Decorative work

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

- Description/Title
  - Color photo
  - Recipe/ingredients
  - Accurate recipe costing
  - Preparation instructions
4. A minimum of **three contacts, once a month**, by phone or e-mail, between the externship student and the appropriate teaching Chef at OCCI, are expected during the term.
  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. All materials, including the portfolio, time sheets and evaluations, must be returned to OCCI by the end of the first week following completion of the externship.
9. Complete 396 hours of externship.

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

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