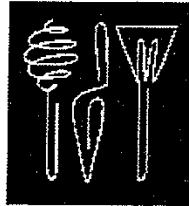




INTERNSHIP GUIDE FOR  
HOST-EMPLOYERS

MUW CULINARY ARTS INSTITUTE  
Internship Program

*The Internship Program: What it is and what it accomplishes*



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The Internship is a period during which our students gain hands-on experience by working in their chosen field. An Internship is required for all Culinary Arts majors. Each student must earn at least 6 credit hours of Internship for the B.S. degree. Generally, Internships take place in the summer sessions between a student's junior and senior year.

MUW's academic curriculum prepares students to understand the fundamentals in each subject area. With hands-on experience in laboratory classes, they achieve basic skill levels and an understanding of ingredients and cooking methods. When students begin their Internship work, they have completed all of their core undergraduate curriculum as well as two semesters of hands-on cooking.

Many students also work in an industry-related job while attending MUW. Some students are changing careers, and are particularly open-minded and eager to learn. This helps compensate for their lack of "real-world" experience.

### ***Guidelines***

The following guidelines have been established for intern sponsors. We ask that you try to work within these guidelines. If you have any questions or problems in any area, please contact the Institute Director.

Internship sponsors should agree to provide—

- ☛ A quality culinary educational experience.
- ☛ A reasonable wage.
- ☛ A work environment that is professionally run; somewhere the student can build confidence and gain knowledge and skills.
- ☛ Exposure to a variety of work areas and situations.
- ☛ A minimum of 240 clock hours, or approximately 6 weeks, of work.

### ***Benefits to YOU!***

1. The opportunity to make a positive impact on the development of a student's culinary career. To act as a "mentor" to the student.
2. Assistance from MUW in placement of students to fit the needs of your establishment.
3. An opportunity to evaluate the student for possible full-time employment.

### ***What MUW stresses to student Interns***

1. Be at the job, on time and ready to work as scheduled.
2. Maintain professional standards.
3. Work hard and do the best possible job.
4. Communicate clearly and respectfully to everyone.
5. Use every opportunity to learn from the position, the sponsor, and the work environment.



### ***What the Intern Sponsor CAN expect from the student***

1. Proficiency in safety and sanitation procedures.
2. Proficiency in basic culinary skills.
3. An understanding of culinary terms.
4. Ability to work as a member of a team and see the operation as a whole.
5. Respectfulness and enthusiasm.
6. Professional appearance.



### ***What the Intern Sponsor should NOT expect from the student***

1. Ability to execute with the timing and speed of someone who has been part of your team for a long time.
2. Ability to hold down a busy, full station by themselves.
3. The confidence of an experienced member of your staff.

***How you can help the student have a successful Internship***

1. Provide a good orientation to your facility and the standards of your operation.
2. Tell your Intern what you expect of him or her.
3. Prepare an outline of your establishment that will give the Intern an idea of what he/she will be doing and what he/she can expect to learn.
4. Coach and be a role model. Be supportive of the learning process.
5. Provide your Intern with periodic feedback on his or her performance.
6. Review and critique the Intern Journal on a weekly basis.
7. Submit your completed Internship Evaluations at the scheduled time.



***Internship Journal***

Students must maintain a journal throughout the Internship period. This journal should be used to document their daily experiences and observations. Please review it with the intern each week and sign it to help monitor his/her progress.

***We Appreciate Your Time!***

Thank you for being part of the MUW Culinary Arts Internship Program. Your involvement is vital to our students' education. We appreciate your time and support, and hope the internship program benefits your operation as well.

