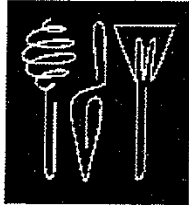




INTERNSHIP GUIDE  
FOR STUDENTS

## MUW CULINARY ARTS INSTITUTE Internship Program



MUW Culinary Arts Institute  
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### *Purpose*

The internship is an important period in your education. It is a time for you to take the knowledge and experience acquired in school and put it to the test in a work environment. The internship provides the opportunity to work in your selected area of interest; it gives you exposure to the demands and complexities of a culinary position while helping you build skills needed to advance your career. The internship is most importantly a time of learning from the sponsoring Chef or host business, and from the working environment. During this time, interns become part of a working team in order to accumulate new knowledge and experiences.

### *Preparing for the Internship*

The Institute Director will meet with you to discuss your goals, assess your areas of interest and suggest locations for your internship. Of course, you may already have an idea of where you would like to work. Together, you and the Director will determine a course of action that will lead to future interviews for your internship position.

Assess your career goals and experience. Think about them carefully. Let them help you establish goals and priorities for your internship. Ask yourself

1. What area(s) of interest do I have?
2. What kind of work do I want to do?
3. What am I qualified for and what do I want to learn?
4. Where do I want to work?
5. Am I able to relocate to an area where I can gain valuable experience?
6. What do I see myself doing once my education is completed?

Answers to these questions will help assess your direction and can help you prepare for your internship interview.

Your placement in an internship position is a shared responsibility; one where you and the CAI faculty work together to find a position that can give you a valuable learning experience. You must do your part to prepare, then present yourself as a good candidate to the Chef or manager of the facility where you apply for an internship.

### ***Placement Opportunities***

MUW has contacts with many of the best restaurants and food service facilities locally and throughout the United States. They are interested in having responsible students as interns. If you are interested in one of these opportunities, the Director can provide you with an introduction and can help pave the way to obtaining a position with the establishment of your choice.

### ***Finding Your Own Internship Position***

You are free to make arrangements for fulfilling your internship requirements with an establishment where you are interested in working. MUW will contact the sponsoring Chef or supervisor and provide the information and guidelines required to become a participating internship sponsor. If you are interested in going to an out-of-state location, the Director should be notified as early as possible.

### ***Jobs Which Meet Internship Requirements***

The bulk of your training and the degree you receive from MUW is in Culinary Arts. Your education is well served by working with food. You may work in an area outside a kitchen environment, as long as you are involved directly with your specific minor emphasis area. The position must meet the required hours for an internship and you must have the approval of the Institute Director.

**You must obtain approval from the Director  
before registering for CA 350.**

### ***Do Your Homework***

Look for establishments that can provide you with possible work situations. Ask yourself, "Is this a place where I can get the experience I need to pursue my career?" Learn about the places where you are interested in working. Visit the site(s) if possible. Talk to the people you encounter to learn about the operation.

### ***Choose Your Sponsor***

One critical aspect to creating a successful internship is finding a Chef or supervisor who will act as a sponsor/mentor by supporting your efforts and desire to learn. The sponsor should ideally be someone willing to share his or her knowledge and experience with you during your internship. The Institute Director encourages the internship sponsor to consider how important a rotational experience would be for the student, but the sponsor may choose not to rotate you through the operation. It is important that the sponsor be willing to talk to you from time to time, to provide feedback and answer your questions.

To find a sponsor like this, you must seek this person out. Look closely at the restaurants or companies that seem interesting to you. Would this place be willing and able to work with an intern? During and after the interview, you want to determine if the Chef or manager is someone with whom you could work. Could you learn from this person? If, after your evaluation of the interview, the situation doesn't seem to be what you want, keep looking. After you decide where you will work, give it your best effort. If you have prepared carefully, your internship should be a valuable and rewarding experience.

### ***Your Attitude About Your Internship***

Probably the most important thing you can bring to your internship is a positive attitude. You don't "automatically" have a job when you go to interview. You must demonstrate the desire to work for the establishment or the Chef. Your enthusiasm will go a long way in conveying your interest in the position. You must plan for the interview and be ready to answer questions regarding your goals, knowledge, and skills.

Once you begin your internship, your positive attitude should convey your desire to learn and ability to handle the challenges you are given. It is possible to learn a great deal through observation: your supervisor, the people around you and the work you see others doing. Something can be learned every day.

Remember that the internship is for a very short period of time. The impression you leave behind should be a positive one.

## Internship Requirements

The internship generally occurs following your junior year and is for a period of approximately six weeks. You must meet the following internship requirements to earn credit for CA 350:

1. Complete a minimum of 240 hours of work for 6 academic credit hours.
2. Complete an internship journal.
3. Complete an essay summarizing the learning experience.

In addition, your Chef or supervisor will complete two written evaluations of your work.

### *The Internship Journal*

You must maintain a daily record of what you learn and observe during the internship. The journal is to be used as a method for gathering information such as recipes, illustrations, methods, and management techniques. It should be a record of your experiences -- providing a means of "capturing" and retaining information learned during the internship. The journal must be in a bound notebook and **signed by your supervisor** at the end of each week. Please put your full name, address, and phone number at the beginning of the journal.

### *The Essay*

You must write an essay, summarizing the internship experience. It should be written during the last week of the internship and is due to the Director on the Monday following completion of the internship. It must include the following information:

1. A detailed job description of the position(s) you held.
2. A summary of your goals for these positions.
3. A statement of what you learned at MUW that helped you in your position.
4. A discussion of anything encountered that you wish you had studied at MUW.

5. A description of what you learned, what you enjoyed, what you gained from that position that will help in your career.
6. What you would change about the experience if you had a choice.

The essay should be 3-5 pages, typed, and double-spaced. The content is of primary importance. Neatness, grammar, spelling, punctuation, and sentence structure will also be evaluated. Please put your full name, address, and phone number on the essay.

### *Internship Evaluation*

You will be evaluated two times during the internship; once at the mid-point and once at the conclusion. The supervisor will complete these evaluations and mail them to the Institute. Both evaluations are required even if you complete your 240 hours in 45 days or less.

### *Educational Goals of the Internship*

The overall goal of the internship is to broaden your experiences in the food service industry. Technically, you are "in-training" outside of the traditional classroom as a part of your culinary education. From the vantage point of the business, you are an employee; a part of the team that helps the business make money. Your contribution to the establishment will be important to their business, no matter what you are asked to do. You should keep this in mind as you work to meet the goals you have set for the internship. The value of the internship will be determined primarily by you. The amount of effort, the focus, and the concentration you apply to the job will directly affect the experience you have. The more you give, the more you will gain from a quality educational experience.



### *If There Are Problems*

If you find yourself in a conflict during the internship, first ask yourself if the problem is with you or your performance. Is there a way that you can handle or remedy the problem? The best way to deal with a conflict is to talk to your supervisor. This allows you to express your thoughts and feelings and to get feedback that might provide a solution. You should try to work out any conflict with the supervisor. If a conflict is not resolved using this approach, make an appointment with the Director to discuss the situation. In all probability more communication is needed, and the Director may be able to provide assistance to help resolve the problem.

### *Working as a Team Member; Being a Good Employee*

Each of us has an idea of what it takes to be a good employee. The following are areas that your employer will look at in determining whether you are meeting the basic standards of professionalism:

### *Kitchen Internships*

1. Arrive at work at the scheduled time. Be ready to work in the assigned station.
2. Wear your complete uniform -- clean and pressed each day. Make sure your personal appearance is neat and clean.
3. Practice safe knife skills.
4. Practice all standards of good sanitation.
5. Demonstrate a knowledge of good food cost control procedures.
6. Work at a steady pace. Do not spend too much time talking to other employees or wasting time in other ways.
7. Maintain a clean work area and demonstrate good mise en place.
8. **Follow the directions given to you by the chef/supervisor -- regardless of methods or procedures you may have been taught at the Institute.** There are many different ideas and techniques used in kitchens and adapting to new and different methods is part of the learning process.

### ***Management Internships***

1. Be on time and report to your supervisor or work area.
2. Be professionally dressed at all times.
3. Listen to your supervisor and ask good questions.
4. Do not spend time socializing with fellow employees; demonstrate good time management skills.
5. Be observant of what's happening around you.

### ***Taking Initiative and Learning from the Experience***

As an intern, you have an opportunity and a responsibility to establish yourself as a good employee. This could result in a job at the conclusion of your degree program. Take the initiative regardless of the work you are assigned.

1. After completing the work assigned to you, clean up your area and look for other things to do. Don't allow your supervisor to find you with nothing to do.
2. Ask questions if you are unclear about what is expected. Ask questions until you understand what it is you are to do. Write down the instructions so there are no misunderstandings.
3. If you find you have "nothing to do," take the initiative to organize or ask for another task. Your supervisor will consider you to be working in a disciplined, productive manner.
4. When you have completed your work, volunteer to help a co-worker who is busy. This demonstrates good teamwork and you might learn something as you continue to be a productive employee.
5. Watch and observe all that is going on around you. You can learn a great deal by observing other employees whose jobs are different from yours -- including prep and cooking methods, portion sizes, food combinations, and plate presentations. From observation you can also learn about your operation's food storage methods, effective communication, speed of operation and cost control methods. If you are in a management internship you can observe other's management skills, interaction between personnel, reporting systems, and organization.

## **Performance and Professionalism**

***MUW Expectations:*** We expect the level of professionalism and the standards of performance learned at MUW to be maintained during your internship. The following are specific expectations we have of you as the intern:

***Dependability:*** Most important, be dependable. Make it to work on time. If something happens to cause you to be late, call your employer and make them aware of the situation. Do whatever it takes to get there as soon as possible.

If you take the initiative to arrive early, work hard, and leave later than your co-workers, you will increase your chances for learning and will show yourself to be an eager and conscientious person who can be counted on.

***Performance:*** Because your internship is not just a job, but also a time of learning, your task should be to improve your performance each day. Regardless of the challenges you are given, speed, efficiency, timing, communication and organization are all areas you should focus on to improve your performance level. You can accomplish a great deal in the short six-week period. Your performance will most likely be evaluated by your superiors in a positive manner.

***Maturity:*** You will constantly be challenged by new circumstances and situations calling for you to make decisions and act in the appropriate manner. Always consider the long-term effects of your actions and your attitudes!

***Politeness and Respect:*** Be polite and show respect to every person you meet. Learn correct protocol for your place of work. Be careful to greet your Chef and supervisors in an appropriate manner. "Hello, how are you today?" is much better than, "Hey, what's happenin' chef?" Address your superiors as "Mr.," "Ms.," or "Chef." Show respect to all of your co-workers and you will likely gain respect in return.

**Appearance:** Your appearance is noted by your supervisor and co-workers every day. Maintain high standards of neatness and cleanliness. This creates a positive impression of you by everyone with whom you come in contact.

### REQUIREMENTS

- Obtain Director's approval for Internship site.
- Register—and pay—for CA 350.
- Work hard; learn lots!
- Maintain daily Journal, signed by supervisor.
- Write summary essay.

### *Employer Expectations*

Your employer is likely to be pleased to have you come and work as an intern. Your employer's expectations are that you have mastered basic cooking and knife skills and that you understand the basic concepts of professionalism and problem solving. Their expectations are that you are able to demonstrate knowledge of these skills in your work.

Employers will also look for intangible qualities such as enthusiasm for learning, good work habits, and your commitment to gaining a greater skill level in all areas of your work. They expect you to be self-motivated and enthusiastic about getting work done.

You should approach the internship with an open and questioning mind, and a desire to learn as much as possible from a variety of sources.

### *Student Expectations*

You should expect to work hard. You should expect to learn a great deal and in your spare time, read your textbook and trade magazines. This will help you solidify techniques and procedures and will provide you with new ideas and knowledge of trends within the industry. Continuing the learning process is your responsibility. Through initiation on your part, there are many ways for you to further your knowledge.

Your expectations for your internship should be that you continue learning from every avenue possible. You should not expect that this will be an "ideal" job, but if it turns out that way, that's a bonus. Don't expect too much. Instead look at the big picture of what you can and will accomplish.



***Assessing Your Career Direction***

One of the wonderful aspects of working in the food service industry is the variety of jobs and avenues a culinary career can take. The possibilities are almost endless. For some the most difficult question to answer is, "What do I want to do first?" For others it might be necessary to work for a time to assess your areas of interest. During the internship, you should try to evaluate where your interests lie and your future career goals. As you assess your situation periodically, consider what is important to you in each of these areas. Would you like to continue working at the establishment where you are doing your internship? Do you want to live in that area or in another part of the country? What kind of establishment can give you the chance to learn what you want to know?

At the conclusion of the internship, you will be better prepared to deal with your next step: *Deciding where to work to realize your goals.*

**Notes**

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***REMEMBER***

***Due Dates of Written Work***

The Internship Journal and Essay are due at the MUW office on Monday of the week following the completion of your internship. **Both of these must be received, in order for you to be eligible for graduation.** If the internship should take longer than expected, it may effect your return to MUW or your graduation date. Please contact the Director if you have any questions regarding this.