

**600 Hour Work Experience**

**Supervisor's Evaluation / 600 Hour Work Experience**

**Student's**

**Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Phone/Cell:** \_\_\_\_\_

**Name of**

**Establishment:** \_\_\_\_\_ **Dates Employed:** \_\_\_\_\_

**Address of**

**Establishment:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Program of Study: Please Circle: Culinary / Hotel / Both**

**Start date of Program:** \_\_\_\_\_ **Graduation Date:** \_\_\_\_\_

**What is an Internship / Co-Op?**

Any agreed-upon experience in a work setting that is driven by intentional learning goals and accompanied by reflection. The idea that is a deliberate learning experience is what distinguishes an internship from a job. Both the student and the employer are involved in creating a mutually beneficial experience. Typically, internships correspond closely with the profession or area of work that the student is majoring in and/ or anticipating as their career.

**Internships / Co-Ops should meet the following criteria:**

1. The student is provided a realistic exposure to what is involved in the career field.
2. The student performs substantive tasks which are of demonstrated educational experience.
3. The employer benefits from the students contributions whether it is in the form of a completed project or acceptable performance on the job.
4. The student must maintain a log of activities, this is a record of dates and hours worked, and the activities performed.

**The Intern (student) agrees to:**

1. Allow the Dean to telephone and or visit to verify the student's employment and note his/her progress.
2. Be responsible for locating and obtaining employment at an approved establishment.
3. Abide by all company policies, regulations, and standards that apply to regular employees.
4. Perform diligently the work assigned by the Employer, working and documenting 600 hours along with journal.
5. Submit completed 600 hour form, electronically through the SUNY Schenectady website no later than two weeks prior to the student's final term.

**The Employer agrees to:**

1. Provide the student with a quality work environment in a professional area where he/she can build confidence while gaining knowledge and skills.
2. Allow the Dean to telephone and or visit to verify the student's employment and note his/her progress.
3. Submit the completed 600 hour Work Experience Evaluation form to the student.
4. Provide the student with a safe environment that is free from discrimination, sexual harassment and substance abuse. The 600 Hour Work experience is a partnership between the student, the employer, and the College.
5. Be an equal opportunity employer, accept and assign the student to jobs and otherwise treat students without regard to sex, race, color, national origin, or disability.

**Please Rate the Student According To The Following. Check most appropriate**

**Relations with Others**

- 1\_\_Exceptionally well accepted
- 2 Works well with others
- 3 Gets along satisfactorily
- 4\_\_Has some difficulty working with others
- 5 Works very poorly with others
- 6 Unable to evaluate

**Attitude-Application to Work**

- 1\_\_Outstanding in enthusiasm
- 2\_\_Very interested and industrious
- 3 Average in diligence
- 4\_\_Somewhat indifferent
- 5\_\_Definitely not interested
- 6 Unable to evaluate

**Judgment**

- 1\_\_Exceptionally mature
- 2\_\_Above average in making decisions
- 3\_\_Usually makes the right decision
- 4 Often uses poor judgment
- 5\_\_Consistently uses poor judgment
- 6 Unable to evaluate

**Dependability**

- 1\_\_Completely dependable
- 2\_\_Above average dependability
- 3 Usually dependable
- 4 Sometimes neglectful or careless
- 5 Unreliable
- 6 Unable to evaluate

**Ability to Learn**

- 1 Learns very quickly
- 2 Learns readily  
(with minimal supervision)
- 3 Average in learning
- 4 Rather slow to learn
- 5 Very slow to learn
- 6 Unable to evaluate

**Quality of Work**

- 1\_\_Excellent 2. Very Good
- 3 Average
- 4 Below average
- 5\_\_Very poor
- 6\_\_Unable to evaluate

**Serves Clients/Customers**

- 1\_\_Extremely attuned to needs of clients
- 2 Very supportive, enthusiastic
- 3\_\_Satisfactory
- 4\_\_Poor
- 5\_\_Inconsistent, sometimes not attentive to Needs of clients
- 6\_\_Unable to evaluate

**Works with Diversity**

- 1 Excellent awareness and respect for cultural differences
- 2\_\_Recognition of standards other than his/her own
- 3\_\_Needs improvement
- 4\_\_Demonstrates lack of willingness to accept others

**Punctuality**

- 1\_\_Regular 2\_\_Irregular

**Attendance**

- 1\_\_Regular 2\_\_Irregular

**SUPERVISOR'S EVALUATION**

**Please check the performance category which best describes the student's overall performance.**

- Outstanding performance, substantially exceeded expectations \_\_\_\_\_
- Exceeded expectations and performance standards \_\_\_\_\_
- Met all performance standards \_\_\_\_\_
- Met some performance standards, but did not meet expectations \_\_\_\_\_
- Performance substantially below normal expectations and standards \_\_\_\_\_

**Please indicate any particular strengths and/or weaknesses you feel this student possesses.**

**Please describe what you feel the student has learned during this experience, and what personal or professional growth he/she has demonstrated.**

**If there were a position available, would you consider hiring this student as a full-time employee upon graduation? Yes \_\_\_\_\_ No \_\_\_\_\_**

**This report has been discussed with the student: Yes \_\_\_\_\_ No \_\_\_\_\_**

---

**Signature / Title**

**Date**

**Please return this form to the student/employee:**

**For additional information please contact:**

**SUNY Schenectady**

**School of Hotel, Culinary Arts and Tourism**

**Dr. David E. Brough, Dean**

**78 Washington Avenue**

**Schenectady, NY 12305**

**Phone#: 518-381-1361**

**E-Mail: [broughde@sunysccc.edu](mailto:broughde@sunysccc.edu)**

**Student Learning Assessment / 600 Hour Work Experience**

---

<b>Student Name</b>	<b>Site</b>	<b>Date</b>
---------------------	-------------	-------------

**JOURNAL CHECKLIST of duties and responsibilities (Journal)**

- Specified duties and responsibilities (Journal)
- Learning goals for the experience
- Log of activities (dates, hours worked, activities performed.
- Reflective essay (articulating their experiences in relation to the learning goals) detailed in the 600 hour work experience form.

This journal is the student's opportunity to share the highlights of their work experience with the faculty. Students are expected to provide a professional and engaging discussion of the major competencies and achievements, activities, and results of his/her work experience.

NOTE: This form together with your employer evaluation must be submitted to the Hotel, Culinary Arts and Tourism website before credit can be awarded for your 600-work hour requirement.

Once all forms are completed, the student is required to scan and submit the completed form electronically via one email to the Dean at [600hours@sunysccc.edu](mailto:600hours@sunysccc.edu). The Dean, Dr. David E. Brough will then review the form for approval.

Please incorporate and answer the questions below in your journal. Your answers and the examples you provide will be valuable in evaluating your work experience.

1. What did you use or observe in your placement that you learned in your classes?
2. What did you learn through actual experience that you don't think you could have learned in the classroom or lab?
3. What skills did you develop in your work experience?
4. How did your work experience assist you in exploring or testing career interests?
5. In what ways did your work experience develop your self-esteem and sense of responsibility? Describe any other personal rewards.
6. Has your employer offered you a long-term position or other employment career help after graduation? Please explain.
7. What do you think are the strengths and weaknesses of the work experience requirement?

**NOTE: ALL Culinary students must attach the completed American Culinary Federation Equipment work sheet to this form, to be eligible for approval for graduation.**

**Purpose of the Work Experience Requirement:**

The purpose of the Work Experience Requirement is to enable students to develop knowledge, skills, and attitudes necessary to succeed in the vastly expanding hospitality industry. The requirement enables students to apply concepts and skills acquired in the classroom and labs to real-life situations, which are in keeping with their own interests and abilities. The requirement is designed to promote career opportunities and expand possibilities. Additionally, student gains an understanding of the requirements of employment, enabling them to function more efficiently and effectively upon graduation.

**Who is required to participate?**

Student pursuing the Associate in Applied Science (A.A.S.) degree in Hotel and Restaurant Management and the Associate in Occupational Studies (A.O.S.) degree in Culinary Arts must satisfy the Work Experience Requirement.

Students who fail to successfully meet the requirement will not receive a diploma.

**Duration of the Work Experience requirement**

Students are required to complete 600 hours of work experience. Fifteen weeks at forty hours per week, full-time, or the equivalent in part time employment.

**Criteria for students seeking an A.A.S. degree in Hotel and Restaurant Management:**

Students pursuing the A.A.S. degree are required to seek and obtain work in an area of a hotel or restaurant that will best enhance their management goals. The requirement may be met in any one of the following ways:

1. Summer employment or part-time employment in a restaurant, hotel, or institutional food service establishment.
2. An internship at Disney world or at another internship approved by the division.
3. Part-time employment during the academic year.
4. Prior (within 5 years) work experience that remains verifiable by a previous employer in one of the above type establishments.

Note: The division strongly urges hotel & restaurant majors to seek employment in areas that will afford them opportunities to observe management skills and enhance their own.

## **Criteria for students seeking an A.O.S. in Culinary Arts**

Student pursuing the A.O.S. degree are required to seek and obtain work in an active working kitchen. (Counter-work only will not be accepted). The requirement may be met in any one of the following ways:

1. Summer employment or part-time employment in a restaurant, hotel, or institutional food service establishment.
2. An internship at Disney World or at another internship approved by the division.
3. Part-time employment during the academic year.
4. Prior (within 5 years) work experience that remains verifiable by a previous employer in one of the above type establishments.

## **Securing Work**

It is the students' responsibility to secure appropriate work to satisfy the work experience requirement. Students are encouraged to utilize the service of SUNY Schenectady's Job Placement Services to obtain job leads, assistance with resume writing, job hunting and interviewing techniques.

To provide students with an opportunity to explore career options and to allow for flexibility and maximum benefit, work experiences with more than one employer may be added together to meet minimum expectations. Although work experience may be arranged without payment to the student, it is expected that students will be compensated and will receive benefits in line with other employees in comparable positions.

## **Employer Report:**

It is recommended that work experiences be chosen carefully by students in light of their need and career objectives. Students are expected to meet acceptable standards of performance set by their employer. Students failing to meet these standards may be denied being credited for the work performed. Students are required to have the Employer report/s completed by his or her employer/s.

**Note:** Students must submit a separate Employer Report for each separate position obtained.

## **Student Report:**

Students wishing to be considered for graduation must submit completed Student and Employer reports no later than two weeks prior to the student's final term. Students are encouraged to submit these reports as soon as possible after completing the work experience.

## SUMMARY GUIDE FOR CULINARY JOURNAL PORTFOLIO

A culinary journal portfolio is a way of thinking about and embracing different learning styles and accomplishments. A journal of credentials, which is the collection of an individual's best efforts that could be presented as papers, projects, articles, and copies of certificates will be useful when applying for a position in order to match those credentials with job responsibilities and objectives. An example of a credential typically a student has earned would be the Serve Safe Food Safety from the NRA for a potential document an employer could review. Academic degrees, transcripts, honors and awards, publications, seminars, workshops, trade shows, and professional work and development: evaluations, training, reviews; references from supervisors should be in your journal. The goal of documenting and maintaining professional credentials is to maintain a blueprint which is reflective of the day to day responsibilities of a professional.

Portfolios can be presented in many different formats. Letters of reference from past and present employers are extremely powerful. Pictures of food are fine, but limit them and explain exactly how you prepared the dish and the techniques or methods used. For job applicants it is useful and necessary to present one's self as competent and with the proper credentials to do a job successfully. This can mean evidence that proves one's ability to do a job and or illustrates one's expertise in the culinary and hotel, hospitality areas.