

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