CLN ART 155
Chefs Training for Apprenticeship II (Externship)
Chef Louis Eguaras, PSB, CPEC, CPFC
Chef Instructor
WHAT IS AN APPRENTICESHIP?

An Apprenticeship is an opportunity for a student to apply the knowledge and skills gained from the culinary arts studies to a planned and supervised work experience within an “Approved Apprenticeship Site.” One Hundred and Eight hours (108) are required to pass the class. Culinary Arts students who have taken this course previously will fall under this category. Speak with your Apprenticeship Chef Instructor regarding many opportunities with externships at many restaurants and resorts in the Greater Los Angeles area.

HOW CAN AN APPRENTICESHIP HELP YOU?

- Provide the opportunity to apply kitchen and classroom theory to hands-on situations in the work place.
- Explore different career options. Determine if a particular career meets a student’s personal and vocational expectations.
- Develop and expand the student’s knowledge of and/or skills needed for careers in industry, business, marketing, sales, government, education, community involvement, professional organizations, public interest groups, and human services.
- Fulfill the requirement for one hundred and eight hours minimum of supervised work experience.
- Provide work-experience and credibility in the student’s chosen field.
- Improve basic work skills and professional competence.
- Obtain useful references for use when seeking full-time employment after graduation.
- Gain contacts which could possibly lead to full-time employment.
- Obtain the competencies needed to succeed in this industry.
Mise en Place for Apprenticeship II (Externship):

1. **Resume & Cover Letter:**
   Applying for an externship requires the same procedures, professionalism, organization and follow-up for a job. You must submit a resume and cover letter stating your objective for each potential site.

2. **Determine Your Personal Goals:**
   - Determine what type of setting is going to be beneficial toward your achieving your own personal career goals.
   - You can use traditional opportunities such as hotels and resorts, or restaurants.
   - Or you can use non-traditional opportunities such as; Media, (Newspapers, Magazines or Television), Wineries, Corporate / retail/ Wholesale food service companies etc.
   - Determine your personal requirements for Wage requirements, Travel expenses, Housing and availability and location, and Transportation.
   - If you are going abroad please provide the necessary documentation for that specific country; Passport and work/student visa, Language skills etc.

3. **Apply to Sites On Your Own:**
   - Forward your resume and cover letter to numerous sites via fax, mail or in person to the Executive Chef or Human Resources.
   - Follow up with a phone call a few days later. Be aggressive and timely in your search.

4. **Site Agreement:**
   - Once you have selected a site, review and complete the Site Agreement with your Externship Supervisor and submit the completed Site Agreement, Supervisor Data Sheet to the Externship Instructor.
   - If you select an alternative site, it is YOUR responsibility to notify your “current” assigned externship sponsor. Two week notice is required. Failure to provide timely notification to the site will prohibit you from earning course credits at an alternative site. All changes must be submitted in writing to the Externship office.

6. **Externship Hours:**
   - Every week you are required to submit an Internship/Externship Time Sheet to your chef instructor via email as a PDF or JPEG. The original document will be submitted during class and these documents are part of your externship portfolio.
   - You are to state the number of days and hours you work each week and it must be signed by your Externship Supervisor.

7. **Supervisor Evaluation and Student Reflective Journal:**
   - Supervisor Evaluation must accompany your final Apprenticeship II Time Sheet and will be the final addition to your externship requirements (30% of your final grade).
   - Student Reflective Journal must accompany your time sheet on weekly basis
   Please remember your due dates and adhere to the deadlines of your graduation date.
Apprenticeship II Agreement

OVERVIEW
The CLNART 155 – Chefs Training in Apprenticeship II (Externship) is a required course, in which the student applies the concepts and competencies learned while in school in a real world environment, under the supervision of an industry professional. It is the Student’s responsibility to secure an apprenticeship site, and the school’s functions to facilitate this by providing the student with information and advice. Upon successful completion of the externship, the Student will be granted 4 academic credit hours. A list of competencies for each student must be met during the student’s time at the Internship/Externship location.

SECTION I - STUDENT’S INFORMATION

Student Name: _______________________________________    Program: ____________________

Street Address (While on Apprenticeship II): _____________________________________________

City: _______________ State: _______________ Zip Code: ________________

Phone: _______________ Alt. Phone: _______________ E-mail: ________________

SECTION II – APPRENTICESHIP SUPERVISOR

INFORMATION

Business Name: ______________________________________________________________________

Supervisor Name: ________________________________________ Title: ________________

Street Address: ______________________________________________________________________

City: _______________ State: _______________ Zip Code: ________________

Phone: _______________ Fax: _______________ E-mail: ________________

Student’s Position: ____________________________ Start Date: ________________

Is this position (circle one):   Full-time (20+ hrs./week)   Part-time (10 hrs./week)

*The minimum expectation for timely completion is 100 hours.

Supervisor please check all your qualifications that apply

☐ A degree or certificate in culinary arts, patisserie and baking, or hospitality/restaurant management

☐ ACF-Certified Chef de Cuisine, Executive Chef, Master Chef, Culinary Educator, Culinary Administrator or other nationally recognized culinary certification.

☐ Working Chef with at least Five years’ experience in Food and Beverage or Pastry

☐ Manager in charge with at least Five years’ experience in Food and Beverage
SECTION III – APPRENTICESHIP II TERMS AND CONDITIONS

I. The School agrees to:
   a. Advise the Student and/or Supervisor before and during the Apprenticeship II if necessary.
   b. Follow the progress of the Student via reports and/or contacting the site supervisor.
   c. Grant the student 4 academic credit hours upon successful completion of the Apprenticeship II.
   d. Be completely responsible for the student and will not hold Apprenticeship II site liable of any injuries or damages incurred by the student while working at the Apprenticeship II site. The student will be responsible to carry insurance provided by the school and will be completely liable for the liability insurance.

II. The Apprenticeship II Site agrees to:
   a. Provide a challenging and rewarding environment allowing the student to demonstrate their culinary and/or pastry and baking skills.
   b. Provide guidance and direction to the student.
   c. Work with the student to develop a schedule that includes rotational and progressive tasks.
   d. Sign the student’s timesheet verifying the hours worked.
   e. Complete evaluations and review them with student.
   f. Provide the student’s hours totaling a minimum of 108 hours over a 16 week period.
   g. Contact the Apprenticeship II Chef Instructor immediately if the student quits or is terminated during the 16 week externship.
   h. Be an equal opportunity employer and comply with all labor laws.

III. The Student agrees to:
   a. Complete the required minimum of 108 Apprenticeship II hours AND the 16 week semester.
   b. Follow all of the policies, rules, and regulations established by the Apprenticeship II site.
   c. Recognize that the externship does not constitute an employment relationship, and that the Apprenticeship II site is not obligated to hire the student upon completion of the Apprenticeship II.
   d. Submit all required documentation before being scheduled for Apprenticeship II.
   e. Be responsible for the timely submission of timesheets and other documentation as assigned by the Culinary Arts Institute.
   f. Contact the Apprenticeship II Chef Instructor to ensure all documentation has been received during and upon completion of the Apprenticeship II.

SECTION IV – AUTHORIZED SIGNATURES

Externship Supervisor: I hereby verify that I have accepted the student below as a culinary extern at my establishment, and I am aware of my responsibilities as the designated supervisor of this student during their Apprenticeship II, including verifying attendance reporting and the evaluation process for completing the required student evaluations. If I am unable to verify time I authorize the persons listed on Proxy Signature Sheet of this document to do so as my proxy. I attest that all information provided on this agreement is true and correct. I also attest that I am not liable for injuries or damages incurred by the student while working at our site.

Signature: ___________________________ Date: ___________________________

Student: I have been provided guidance outlining the requirements for the Apprenticeship II course and am aware of the attendance Reporting requirement for the externship course. I understand this agreement confirms my Apprenticeship II course location. Should I, for any reason be terminated from or leave this site; it is my responsibility to notify my current assigned Apprenticeship Supervisor and Apprenticeship II Chef Instructor. Failure to provide timely notification will prohibit my ability to earn course credits at an alternative site. All changes must be submitted in writing to the Apprenticeship II office at the school. I am responsible to cover all insurance and am completely responsible for any liability insurance including having an active school insurance policy in place.

Signature: ___________________________ Date: ___________________________
What skills from your program have you utilized this week at your Apprenticeship II site?

Describe your duties for the week?

What skills or duties did you excel in this week and why?

What skills or duties do you feel you need to improve and why?

What have you done to help your Apprenticeship II site accomplish this week? What have you done to help your fellow colleague out?
**INSTRUCTIONS**

1. Please complete all areas of this timesheet.
2. **Student** is responsible to submit all timesheets in person or email to the **Apprenticeship II Chef Instructor** by **2:20pm Wednesday (PST)** according to the assigned due date. Credit for attendance will be posted when the timesheet has been confirmed and signed by site supervisor and submitted to Career Services by due date. **ALL MUST BE FILLED IN FOR YOUR HOURS TO BE ACCEPTED.**

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### Today's Date:  
**Student Name:**  

### Apprenticeship II Site:  
**Due Date:**  

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**Total Hours Worked**

By signing, I certify that the above is correct  

________________________  
**Student Signature**  

________________________  
**Supervisor Signature**  

________________________  
**Supervisor Name (Print)**

________________________  
**Supervisor Phone #**

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**Supervisor Comments:**

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**Student Comments:**

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CLN ART 155 – Chefs Training for Apprenticeship II– Fall 2015
Apprenticeship II Evaluation (Chef Instructor ONLY)

Student Name: ______________________________  Student ID: _______________________

Date of Evaluation: ________________________  (Please Print)

Instructor: __________________________    Title: ________________________________  (Please Print)

This evaluation is designed to provide the student the instructor’s assessment of the student’s performance to date under his/her supervision. It is the Apprenticeship II Chef Instructor’s responsibility to complete this document.

The student’s evaluation grade is based on their completion and submission of course work. Please respond to the following using the corresponding grading rubric (see below), and add your comments where appropriate.

Grading Rubric

2 – Requirement has been completed and submitted to Apprenticeship II Chef Instructor.

0 – Requirement has not been completed and submitted to Apprenticeship II Chef Instructor.

Areas of Evaluation

1. _____ Updated Resume
2. _____ Cover Letter
3. _____ Interview Questions
4. _____ Apprenticeship II Agreement
5. _____ Site Supervisor Evaluation

Comments:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Chef Instructor Signature: __________________________  Date: __________________________
Apprenticeship II Evaluation (Site Supervisor)

Student Name: ______________________________ Date of Evaluation: ________________________
(Please Print)

Business Name/Location: __________________________________________________________________________

Supervisor: ___________________________________________ Title: __________________________
(Please Print)

This evaluation is designed to provide both the school and the student your assessment of the student’s performance to date under your supervision. It is used as a tool to improve the student’s skills necessary for the profession. Please discuss this evaluation with the student before he/she submits it to the Apprenticeship II Chef Instructor. It is the student’s responsibility to submit this and all documents to the Apprenticeship II Chef Instructor.

The student’s grade is based partly on your evaluation of their skills. Please respond to the following using the corresponding grading rubric (see below), and add your comments where appropriate. If a correction needs to be made, the supervisor responsible for completing the evaluation must initial it.

Grading Rubric
5 – Performance above establishment’s expectation of an Apprenticeship II
4 - Performance met establishment’s expectation of an Apprenticeship II with minimal supervision
3 - Performance met establishment’s expectation of an Apprenticeship II with supervision
2 - Performance less than establishment’s expectation of Apprenticeship II
1 - Performance failed to meet establishment’s expectation for Apprenticeship II
N/A – Non applicable, student did not have opportunity to demonstrate

Skills
1. _____ Knowledge of tools, equipment, and product handling
2. _____ General Safety and Sanitation
3. _____ Organization and cleanliness of work station/area and equipment
4. _____ Ability to organize and complete assigned tasks
5. _____ Consistently demonstrate proper cooking techniques
6. _____ Produce consistent quality product per establishment standards

Professional Qualities
7. _____ Attendance and Punctuality
8. _____ Initiative & Motivation
9. _____ Willingness to learn
10. _____ Dependability
11. _____ Attitude/Professional Ethics
12. _____ Grooming/Personal hygiene

Supervision
13. _____ Can work independently with minimal supervision
14. _____ Can follow direction effectively
15. _____ Open & accepting of constructive criticism
16. _____ Asks for help when necessary and seeks feedback
Apprenticeship II Evaluation (Cont.)

Interpersonal Relationships
17. ____ Works well with others
18. ____ Communicates effectively with staff

Best Performance Characteristics
_____________________________________________________________________________________
_____________________________________________________________________________________

Areas for Improvement
_____________________________________________________________________________________
_____________________________________________________________________________________

Additional Comments
_____________________________________________________________________________________
_____________________________________________________________________________________

Student Signature: ___________________________ Date: ___________________________
Supervisor’s Signature: ___________________________ Date: ___________________________
Supervisor’s Name (Print): ___________________________

Please email to Chef Louis Eguaras, PSB, CPEC, CPFC
(EMAIL: eguaralj@lamission.edu)