



Guidelines for Internship Site Approval

Culinary Arts:

- An Executive Chef or Sous Chef on the premises with **one** of the following sets of credentials:
 - Five years of experience as an Executive Chef and a degree from a culinary school
 - Ten years of experience as an Executive Chef without a degree
 - Resume supporting adequate industry experience
 - Certification by the American Culinary Federation
- 80% or more of the menu items are made from scratch
- Fine Dining, Casual Upscale Dining Catering Company, High Volume full service Kitchen operations
- Menu offers a variety of items (meats, fish, poultry, etc)
- Variety of cooking techniques used (broiling, baking, sauté, poaching, etc)
- Legal business license to operate a commercial or private business

Pastry Arts:

- A Pastry Chef on the premises with **one** of the following sets of credentials:
 - Five years of experience as a Pastry Chef and a degree from a culinary school
 - Ten years of experience as a Pastry Chef without a degree
 - Resume supporting adequate industry experience
 - Certification by the American Culinary Federation
- 80% or more of the menu items are made from scratch
- Legal business license to operate a commercial or private business
- The baking of a variety of items

Restaurant Management:

- The facility is a full service restaurant or catering business. Hotels, Private Clubs, institutional or freestanding operations are acceptable
- The apprentice position will prepare the student for a supervisory or managerial position.
- Front or back of the house positions are acceptable depending upon the students career goals and prior experience
- Students wishing to work back of the house, must be working with an executive chef who meets the requirements noted under Culinary Arts
- Supervisor with a minimum of either five years of experience or formal training
 - Resume supporting adequate industry experience

Hotel Management:

- Same criteria as mentioned above under Restaurant Management. Additional sites that will be considered are meeting planning companies, hospitality related public relation firms, convention bureaus or convention center training
- Consideration will be given to other sites and/or positions related to hotel operations Each situation will be evaluated on an individual basis with consideration given to the student's career goals and prior experience
- It is preferred that Hotel Management students go through a detailed training in each department while interning
- Supervisor with a minimum of either five years experience or formal training
 - Resume supporting adequate industry experience