



Internship Site Registration Form

This form is used to register an internship site that is not yet on the approved site list.

Company Name _____

Address _____

Telephone Number _____ **E-mail Address** _____

Web Site Address _____

Requesting Approval For:

Culinary Arts *Pastry Arts* *Hotel Management* *Restaurant Management*

% of Preparation Done From Scratch: _____ **Number of Covers Per Day:** _____

Serving: *Breakfast* *Lunch* *Dinner* *Sat/Sun Brunch*

Describe the Business (*Type of dining and cuisine, retail/wholesale bakery, full service hotel etc.*)

Describe the Management Structure

List the Activities Involving the Intern

Number Employed As (If Applicable)

CA	PA	RM	HM
Prep Cook: _____	Pastry Cook: _____	Dining Room Captain: _____	Front Desk Attendants: _____
Garde Manger: _____	Pastry Chef: _____	Dining Room Supervisor: _____	Front Desk Supervisor: _____
Line Cook: _____		Wait Staff: _____	Concierge: _____
Sous Chef: _____			



Biographical Information on Intern's Supervisor(s)

Back of the house: Supply information on Executive Chef, Pastry Chef, Head Baker

Front of the house: Supply information on General Manager or Apprentice Supervisor

Name & Title of Intern's Supervisor: _____

Area(s) of Expertise: _____

Overall, how long have you been an Executive Chef, Pastry Chef or Manager? _____

Do you have a degree from a Culinary College? YES NO

Name & year of Graduation: _____

Are you a Walnut Hill College Alumni Yes/ No

Any Additional Comments you would like to include:

Thank you very much for your time and dedication to the success of our students.

In order to be evaluated, a copy of your menu must be attached to this form.

The site must receive an approval letter before allowing any student to work for internship credit.