

CULINARY ARTS
Work Experience
Requirement Guidelines

Course # CAHT 002, CRN # 25112

Name _____

800 # _____

Date Completed _____

Academic Advisor _____

Why is it important to have a job in the foodservice industry while you are in college?

Valuable experience is gained when information learned in the classroom is combined with a real work experience. Work experience allows you to apply the knowledge and skills learned in the first year courses and prepares you for the upper level classes in culinary arts required during your second year. The ideal position will give you time to practice your skills and use your prior learning to help you be successful in the workplace.

Objectives of the Work Experience:

A person learns most when they apply the knowledge learned in classes and labs. Work experience gives you the opportunity to apply classroom theories to an actual on-the-job learning situation.

The objectives of this approach to learning are to:

- A. Enable students to learn more about the occupation of his/her choice through work experience.
- B. Allow students to experiment with occupational goals early enough to enable them to alter these without losing valuable education.
- C. Encourage students to assume a more mature attitude toward their academic preparation.
- D. Permit students to work in actual situations that cannot be duplicated in the classroom.
- E. Enable students to acquire experiences gained through actual customer and employee relationships.
- F. Allow students the opportunity to develop a sense of responsibility required in the business world.
- G. Help students learn--through real experience--the values of personal qualities such as neatness, politeness, courtesy, and concern for the clientele with whom they are working.
- H. Familiarize the student with the experiences related to the process of seeking employment.
- I. Aid students in career planning.

Steps to a Successful Work Experience

1. Meet with your advisor to discuss work sites and job interviews during your second semester. It is your responsibility to find a place of employment for your work experience. Take advantage of The Student Success Center. Staff in the Student Success Center are prepared to assist you in finding a job that is appropriate for your career path!
2. Register for CAHT 002 for your 3rd semester.
3. Choose an appropriate work site and job that is related to their major. For example:
Culinary Majors – work in a kitchen in a food service operation.
Restaurant Majors – work in the front of the house or kitchen.
4. At the end of employment please give the “Employer Evaluation Form” to your supervisor to be filled out. Attach your personal work experience report to this and:

Mail to:

SUNY Cobleskill, Attn: “Your Academic Advisor”
Department of Agriculture and Food Management
102 Otsego Avenue
Cobleskill, NY 12043

Or fax to: (518) 255-6325

Or scan and email to: Foodmanagement@cobleskill.edu

Personal Work Experience Report:

To be completed by the student. This MUST be typed, #12 font, a minimum of 2 pages in length.

Please discuss the following:

Section 1: Description of the business.

- history of the business
- size of business
- number of seats, rooms
- is the property a chain or independent owned?
- number of employees
- customer profile
- business services performed, types of facilities, explain
- What are some of the positive things that this employer does for their staff? For their guests? Why do you think it is positive?
- What are some of the problems of this business in relation to staff and/or guest services? Why is it problematic? And, how might it be corrected?

Section 2: Description of your job responsibilities:

- Provide an overview of what type of work you did. Did your job change in any way during this experience? Do you feel that you increased your knowledge of the culinary arts or further developed your skills while at this job? If so, please share some examples of your growth.

Section 3: Self Evaluation

- How well did your course work at SUNY Cobleskill prepare you for your position? Be specific.

**State University of New York at Cobleskill
College of Agriculture and Technology
Cobleskill, New York**

EMPLOYER EVALUATION

Student's Name _____ **Position** _____

Employer _____

INSTRUCTIONS TO EMPLOYER: Please check the appropriate block under each category for trainee. Additional comments are invited whenever appropriate. This form should be completed by the individual who has closest supervision of work assignments.

Please return the form at the completion of work experience to:

SUNY Cobleskill
Chair Agriculture and Food Management
Cobleskill, NY 12043

Or fax to (518) 255-6325

Or, scan and email to : Foodmanagement@cobleskill.edu

Please answer the following:

I. APPEARANCE

- | | |
|-----------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> An asset to business | <input type="checkbox"/> Needs improvement |
| <input type="checkbox"/> Usually neat | <input type="checkbox"/> Detrimental to business |

Comments: _____

II. PUNCTUALITY

- | | |
|------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Always on time | <input type="checkbox"/> Occasionally late |
| <input type="checkbox"/> Usually on time | <input type="checkbox"/> Frequently late |

Comments: _____

III. ATTENDANCE

- | | |
|--------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Never misses work | <input type="checkbox"/> Occasionally absent |
| <input type="checkbox"/> Seldom absent | <input type="checkbox"/> Frequently absent |

Comments: _____

IV. DEPENDABILITY

- Follows directions well Sometimes careless in following directions
- Usually follows directions Unreliable in following directions

Comments: _____

V. INTEREST IN WORK

- Enthusiastic about work Interested in certain phases
- Interested most of time Lacks interest in work

Comments: _____

VI. JUDGMENT

- Makes sound decision on the job Lacks good judgment occasionally
- Usually shows good judgment Lacks good judgment frequently

Comments: _____

VII. CUSTOMER OR CLIENT RELATIONS

- Excellent with customer/clients
- Needs improvement with customers
- Had no contact with customer/clients

Comments: _____

VIII. INITIATIVE

- Seeks out work to be done
- Occasionally seeks out more work
- Seldom works beyond assigned duties
- Lacks vision in work

Comments: _____

IX. COOPERATION

- Works unusually well with others Occasionally uncooperative
- Cooperates well Frequently uncooperative

Comments: _____

X. TECHNICAL KNOWLEDGE AND SKILL LEVEL POSSESSED BY STUDENT

- Highly competent in all areas of employment
- Competent in most jobs assigned
- Capable of performing only minimum number of tasks
- Lacks competence in almost all areas

Comments: _____

XI. STUDENT RATING

- Excellent
- Above average
- Below average
- Very poor

A copy of this report will be included in the student placement file unless the student advises to the contrary.

_____ worked a total of _____ hours.

STUDENTS NAME

The student and the employer or supervisor met and discussed the evaluation of this report.

Yes _____ No _____

Signed:

Student Employer

If you are interested in SUNY Cobleskill graduates as a source for staffing, please contact the Student Success Center, SUNY Cobleskill, Cobleskill, NY 12043. Telephone 518/255-5624.