



Externship Site Application

The Culinary Institute of Virginia's externship program is an integral part of our students' education. As a result, the guidelines to be an approved externship site are stringent. The educational objectives of an externship are as follows:

- Enhance student's basic cooking skills and techniques.
- Broaden the student's view of the food service industry.
- Expose the student to the skills and knowledge of industry professionals.

Students complete a minimum of 135 hours in each of two locations over the two academic year program. Because externships will run concurrently with academic classes, students are available to extern primarily on Fridays, Saturdays, and Sundays. Each externship will last approximately 15 weeks.

All foodservice operations interested in becoming an externship site are required to complete the following pages. A successful application will include the following:

- Details about the operation.
- General description of how the site will provide an educational experience for the students.
- Compensation range for externs.
- Number of externship opportunities available, and time of year those externships are available.
- Proof of Board of Health Approval.
- Sample menu.

Externship Sites are reviewed by the Culinary Institute of Virginia's faculty. Students will be placed in externship sites based on our knowledge of each student's interests and skills.



General Information

Externship Site Name:	
Externship Coordinator Name:	
Title:	
Street Address:	
City, State, Zip:	
Phone:	Fax:
Email:	Website:
Preferred Method of Contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone	
Best Time to Call:	

Details of Operation

<input type="checkbox"/> Restaurant	<input type="checkbox"/> Hotel/Resort	<input type="checkbox"/> Bakery/Pastry
<input type="checkbox"/> Country Club	<input type="checkbox"/> Non-commercial	<input type="checkbox"/> Other
Type of Cuisine (Attach Menu):		
Weekday Covers:	Weekend Covers:	
On-Site Tryout Required?	Uniforms Provided:	

Externship Information

Externship Supervisor Name:	
Title:	
Phone:	Email:
Extern Hourly Wage: \$	

Learning Activities Plan

	Station or Activity	Expected Duration
1.		
2.		
3.		
4.		



Responsibilities of the Extern Supervisor:

- Complete and return externship documents in a timely manner. These documents are necessary to ensure the student is satisfying the externship requirements.
- Provide extern with an orientation to the site, including information on policies and procedures.
- Provide close supervision for the extern with regular feedback and the opportunity to ask frequent questions.
- Complete an evaluation with the extern at the completion of the externship (the student will provide the *Externship Site Supervisor Evaluation Form*).
- Verify the completion of hours worked.
- Serve as a mentor to the extern.
- Please make yourself available when contacted by the Culinary Institute of Virginia for a follow-up evaluation.
- Contact the Culinary Institute of Virginia with any concerns about the extern's work performance.
- Agree not to offer the extern a job opportunity prior to graduation that will interrupt the completion of the extern's degree program.
- Contact the Culinary Institute of Virginia immediately if it becomes necessary to lay-off, cut hours, or terminate an extern.

Externship Site Signature:	
Printed Name:	Date:
CIV Signature:	Date: