

[Company Name] Internship Program

Developed for

[Intern Name]

Start Date:

End Date:

[Company Name] Internship Program

Purpose

The purpose of the internship program is to provide you hands on experience where you can apply the principles of Culinology/Culinary Science/Food Science you have learned in school. [Unique attributes about our company]

Objectives

The objective of our Internship program is to provide you with a great learning experience. We want to provide you with an opportunity to engage in real world problem solving with seasoned food industry practitioners. We are also supporting the mission of the Research Chef's Association by helping to educate future Culinologists.

Description

Your internship will be approximately [x] weeks long. It is designed to expose you to as many facets of our [department name] as possible. The exact content of the program will be determined by [mentor name and or department head]. Your internship will be a mixture of hands on and theoretical work. All of your work will be supervised by [name]. We expect you to learn by doing but there will also be plenty of time for discussion and questions.

Resources

Your main point of contact during your internship will be [name]. They will orient you to the company, assign and monitor your work and be there for advice when you need them. Our main written resources for your internship are this Program document and [name company training materials]. Your mentor will cover these documents during your orientation.

Learning Goals

During your internship it is expected that you will be an important part of the [department name] team making valuable contributions to our success. You will be working on [projects, product] that may very well appear [on grocery store shelves/as an ingredient sold to major food manufacturers or a menu item]. We expect that you will get hands on experience in the following areas during your internship: [Examples]

Learning Goals – con't

- Ideation
- Concept writing
- Prototype development
- Product formulation
- Sensory evaluation
- Formula writing
- Shelf life studies
- Receiving and logging samples
- Shipping/Shipping Log
- Competitive benchmarking
- Project planning
- Database management
- Trend analysis
- Analytical analysis
- Descriptive analysis

Our Expectations [Modify]

Dependability – Do what you say, say what you do

Interpersonal Relationships – Be nice, network whenever possible

Timeliness – Be on time

Dress – Casual work clothes

Alcohol/Drugs – We are a drug-free workplace

Proactive – Take the initiative, don't wait to be told

Motivation – Be self-motivated to learn all areas of the internship

Respect – Give it to get it

Personal Laptop and Cellphone – [Required/not required]

Your Expectations [Modify]

Housing – You will be expected to find your own

Transportation – Must have access to reliable transportation

Schedule – We will let you know week to week, generally 20-30 hours

Work Environment – Friendly, casual, collegial, professional

Pay – [\$XX.00 hour]

Work Status – [Employee/Independent Contractor]

Duties and Responsibilities [Modify]

Your mentor will assign you to projects and specific tasks each week. Most of the time you will be working directly with them, but sometimes you will be assigned to work with others to get exposure to different ways of doing things.

Evaluations [Modify]

Your mentor (assigned to you prior to your start date) will be your guide, sounding board, teacher and evaluator during your time here. They will coach you continuously throughout your internship. There will be 3 points during your internship when your mentor will formally check in with you; at the conclusion of your orientation, around the midpoint of your internship and again at the conclusion of your internship. If your school does not already require it, we highly recommend that you keep a daily journal of your activities, thoughts, questions and observations.

Orientation Schedule Outline [Modify]

We generally work Monday – Friday, with Saturdays and Sundays off. Start time is generally 8 AM but can vary. End time will generally be between noon and 2 PM. We cannot give you a set schedule because your hours will depend on our workload and the type of work required on each project. Schedules will be determined a week ahead, generally on Thursday.

Week 1 – Orientation [Modify]

- Review of Operations Manual
- Company Philosophy – Capabilities
- Kitchen and Lab Equipment Orientation
- Company Email, Phone Use
- Company Directory
- Review of Your School Internship Requirements
- Review of Your Expectations and Goals (written)
- Cleaning Schedule
- Mentor Check-in
- Project Assignments, Overview and Week 2 Schedule

Week 2 – 11 Project Work [Modify]

- Weekly work assignments
- Week 7 Midpoint Evaluation
- Weekly Company Meetings

Week 12 – Wrap Up and Evaluation [Modify]

- Finish projects and Review Experience
- Evaluation with Mentor

Operations Manual [Modify or Use Other Training Materials]

The Operations manual contains information about how we take care of administrative activities like timesheets, meetings, calendar management, project tracking and the like. Your mentor will cover the manual during your orientation.