

IZMIR UNIVERSITY OF ECONOMICS
SCHOOL OF APPLIED MANAGEMENT SCIENCES
DEPARTMENT OF GASTRONOMY AND CULINARY ARTS
APPLIED EDUCATION GUIDE

Aim

Article 1. The aim of this guide is to determine the internship and applied course principles for students studying at Izmir University of Economics, School of Applied Management Sciences (SAMS), Department of Gastronomy and Culinary Arts (DGCA).

Scope

Article 2.

- (1) This guide is applicable to all students studying at Izmir University of Economics, School of Applied Management Sciences, Department of Gastronomy and Culinary Arts.
- (2) Izmir University of Economics Applied Education Regulation is also valid for the Applied Education Guide of the Department of Gastronomy and Culinary Arts.

Internships

Article 3.

(1) Internship Requirement

DGCA students must complete 3 compulsory internships during their 4-year undergraduate education.

Internship code	Internship period
CLMST 203 Application or Management Internship	20 working days
CLMST 303 Application or Management Internship	20 working days
CLMST 404 Application Internship	60 working days

(2) Internship period and Internship Places

The internship period for the Department of Gastronomy and Culinary Arts is 100 working days in total. Students can do their internships domestically or abroad.

CLMST 203 and CLMST 303 Internships

DGCA students can complete their internships in any of the following institutions, which are accepted with the approval of the Applied Education Commission.

- *Kitchen and management departments of food and beverage establishments (restaurants, patisseries, artisanal production businesses)*
- *Kitchen and management departments of accommodation establishments*

CLMST 203 and 303 internships can be combined as 40 days, provided that the following conditions are met:

- The internships must be performed in two different institutions or businesses,
- In order for the combined internships to be considered successful, 2 separate Internship Acceptance Forms must be prepared and delivered,

- If the internship is carried out within the same institution or enterprise; taking part in a different department,
- In order for the combined internships to be considered successful, 2 separate Internship Files must be prepared and delivered.

CLMST 404 internship

DGCA students can do their internship in any of the following organizations accepted with the approval of the Applied Education Commission:

- *Kitchen departments of food and beverage establishments (restaurants, patisseries, artisanal production businesses)*
- *Kitchen departments of at least 5-star accommodation establishments*

(3) Internships to be held abroad

Internships abroad are carried out within the quota determined for the relevant academic year within the scope of DGCA bilateral agreements.

Selection and evaluation criteria for internships abroad differ depending on the contracted institution/enterprise and countries. Information on these is announced to the students at the beginning of the relevant academic year in which the internships will take place.

Applications for contracted foreign internship places are made by preparing a letter of intention regarding the application and delivering it to the School Secretary **until the date determined by the Department Head.**

Application conditions for the internships abroad;

- Being a junior (3rd year) student,
- Successfully completing CLMST 203 and CLMST 303 internships,
- Grade point average (GPA) of 2.00 and above
- Not having disciplinary punishment record.

Students who will do their internship abroad in institutions/businesses within the scope of bilateral agreements are determined by interview. Interview results are announced by the School Secretary.

Internships abroad, which are not covered by bilateral agreements, are carried out by students finding their own internship places and getting accepted. Applications for these internships are made by submitting the SAMS Department of Gastronomy and Culinary Arts Internship Acceptance Form, signed and stamped by the relevant institution, to the School Secretary, **until the date determined by the Department Head.**

For the internships abroad that are not covered by bilateral agreements, the provisions applicable to domestic internships are followed.

Internship Process

Article 4.

(1) Internship Application Process

Apart from the overseas opportunities provided by the department, students are responsible for finding the places where they will do their internship. All explanations and forms about internships are available in the internships section on the DGCA website. The student must first have the Internship Acceptance Form approved by the institution or business where he/she will do his/her internship, with a signature and stamp, and get pre-approval from the lecturer in

charge of culinary courses. The final internship acceptance of the student is made with the approval of one of the Applied Education Committee members. The student, whose internship is accepted, submits the documents requested for the insurance and internship start procedures to the Career Guidance Center, and the wet signed original version of the Internship Acceptance Form (**Appendix 1**) to the department. These procedures must be completed at least 3 weeks before the internship start date.

(2) Internship Completion Process

Students who have completed their internship must submit their internship file to the Applied Education Commission by hand or by cargo within 1 week following the end of the internship. The internship file to be submitted consists of the following documents:

- Internship Report (**Appendix 2**)
- Internship Diary (**Appendix 2**)
- Internship Place Evaluation Form (**Appendix 3**)
- Intern Evaluation Form (To be signed and sealed in an envelope) (**Appendix 4 – Appendix 5**)
- CD containing the internship presentation file (**Appendix 2**)

In addition to the questions given in the internship report, the internship diary must contain information about the work done on that day for each day of internship. In addition, each page should be signed by the department/department head of the establishment or institution where the internship is done, and the date should be specified.

The Internship Place Evaluation Form must be filled in by the intern and submitted together with the Internship Report.

The Intern Evaluation Form must be filled in by the institution and submitted in a stamped and sealed envelope.

After the students submit their internship files, they make their internship presentations to the members of the Applied Education Commission on the announced date. If there are missing documents in the internship file, the student will not be taken to the presentation.

Internships of students who do not fulfill these principles are considered unsuccessful.

Internship Attendance Obligation and Inspections

Article 5.

(1) It is mandatory to attend internships at a rate of 90%. If the attendance requirement is not met, the internship of the student is considered unsuccessful.

(2) The days when food and beverage establishments are subject to work permits are included in the internship period.

(3) The instructors to be assigned by the School Directorate supervise the students who do internships on site (**Appendix 6**). For a 20-day internship, at least 1, 60-workday at least 2 on-site inspections are carried out.

Evaluation of Internships

Article 6.

(1) Internships of students who start their internship "without insurance" without informing the Applied Education Commission are deemed invalid.

Students who do their internship abroad cannot benefit from work accident and occupational disease insurance; only if he/she meets the necessary conditions, his/her internships abroad can be considered valid.

Applied Courses and Assessments

Article 7.

- (1) There is 80% attendance requirement in applied courses in the education program.
- (2) Evaluations of applied courses are carried out by the instructor giving the course.
- (3) The DGCA students must comply with the applied course rules within the scope of Occupational Health and Safety. The students must be successful by getting at least 60 (out of 100) in the Kitchen Safety, Risk Analysis and Personal Hygiene education given at the beginning of the relevant academic year in applied courses.
- (4) The application grade of each course held in the applied kitchen is evaluated weekly during the academic term within the framework of certain criteria (**Appendix 7 – Appendix 8**).
- (5) A portfolio containing the evaluations for the applied courses is prepared for each student. This portfolio contains information about the student's progress depending on the assessment criteria included in the applied courses.

Appendix 1. Internship Acceptance Form

	İZMİR EKONOMİ ÜNİVERSİTESİ UYGULAMALI YÖNETİM BİLİMLERİ YÜKSEKOKULU GASTRONOMİ VE MUTFAK SANATLARI BÖLÜMÜ STAJ KABUL FORMU (Staj yapılacak kurum tarafından staj öncesinde doldurulacaktır.)
	İZMİR UNIVERSITY OF ECONOMICS SCHOOL OF APPLIED MANAGEMENT SCIENCES DEPARTMENT OF GASTRONOMY AND CULINARY ARTS INTERNSHIP ACCEPTANCE FORM (This will be filled in before the internship by the institution in which the internship will be performed.)

I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION	
Adı-Soyadı/ Name-Surname :	
Öğrenci No / Student ID No :	
Fakülte ve Bölüm / Faculty and Department :	
Staj Başlangıç ve Bitiş Tarihleri / Internship Beginning and Completion Dates :	
Staj Kodu / Internship Code :	
Ev Adresi / Contact Address :	
Tel : (Ev / Home)	GSM :
e-mail :	
II-STAJ YAPILACAK KURUMUN/THE INSTITUTION'S	
Firmanın Adı / Name of the Institution :	
Departmanın türü (sıcak, soğuk, pastane, alakart, yönetim vb.) / Type of the department (hot station, garde manger, pastry, a la carte, management etc.) :	
Firma Adresi / Address off Institution :	
Tel/Phone :	E-mail :
Departman Yetkilisinin Adı / Name of the Responsible for Department :	
İnsan Kaynakları Müdürünün Adı / Name of Human Resources Manager :	
MUTFAK DERSLERİNDEN SORUMLU ÖĞRETİM GÖREVLİSİ ÖN ONAYI / PRE-APPROVAL OF RESPONSIBLE LECTURER FROM KITCHEN COURSES*	
Yukarıda adı geçen öğrencimizin belirtilen kurumda stajını yapması uygun görülmüştür / It is approved for our student, identified above, to do his/her compulsory internship at the institution indicated.	
.....	
İmza / Signature	

İŞYERİ STAJ YETKİLİSİNİN ONAYI / APPROVAL OF THE STAFF RESPONSIBLE FOR INTERNSHIP AT THE INSTITUTION	UYGULAMALI EĞİTİM KOMİSYONU ONAYI / APPROVAL OF APPLIED EDUCATION COMMITTEE
<p>Öğrencinin stajını kurumumuzda yukarıda belirtilen tarihler arasında yapması kabul edilmektedir. / <i>The person is permitted to do his/her internship at our institution on the dates indicated above.</i></p> <p>.....</p> <p>Kurum Yetkilisi / <i>Responsible Staff of the Institution</i> Adı Soyadı – İmza – Kaşe / <i>Name Surname – Signature – Stamp</i></p>	<p>Yukarıda adı geçen öğrencimizin belirtilen kurumda stajını yapması komisyonumuz tarafından uygun görülmüştür/ <i>It is approved for our student, identified above, to do his/her compulsory internship at the institution indicated.</i></p> <p>.....</p> <p>Staj Komisyonu / <i>Internship Committee</i> İmza / <i>Signature</i></p>

**Pre-approval is obtained from the lecturer responsible for the kitchen lessons.*

Appendix 2. Internship Report

DEPARTMENT OF GASTRONOMY AND CULINARY ARTS DEPARTMENT OF
CULINARY ARTS AND MANAGEMENT 20--- / 20--- ACADEMIC YEAR

INTERNSHIP REPORT

Student Name	
Student ID	
Internship course code	
Company name where the internship was done	
Internship starting and ending dates	

Questions to be Answered:

1. Provide the following information about the company where you did your internship.
 - a. Name and address of the company
 - b. Area of activity
 - c. Brief history of the company
 - d. The company's affiliated branches and existing facilities, if any.
 - e. The number of employees working in the company and the hierarchical structure of the kitchen department.
 - f. For the companies such as hotel: Kitchen departments within the company (such as patisserie, butcher, a la carte restaurant)
 - g. Provide information about the workflow and indicate your role / position in this flow by drawing the organizational chart of the company (service and kitchen departments).
(Maximum 1 page)
2. List your duties and responsibilities during the internship and explain how you performed these duties. Add visual documents to the internship report, If available. **(Maximum 3 pages)**
3. State your opinion, critiques, and suggested solutions about the management of the department that you worked in. **(Maximum ½ page)**
4. By giving detailed information about the production and service process of your internship company; state your opinion and suggestions that you think may increase productivity on this matter. **(Maximum ½ page)**
5. What kind of practices from the theoretical and practical education that you have received at the university were put into? Explain in detail with the examples. **(Maximum ½ page)**

6. Did you find any opportunity to use foreign languages during your internship? If your answer is yes, please state which one and explain how it contributed to your language skills. **(Maximum ½ page)**

7. Describe the contributions of this internship to you. **(Maximum ½ page)**

8. Would you recommend this company for an internship in the future? Explain. **(Maximum ½ page)**

IMPORTANT NOTE: THE REPORT SHOULD NOT EXCEED 8 PAGES.

THE INTERNSHIP JOURNAL

- Each intern must keep a daily record of what is learnt and observed during the internship and have it signed by their supervisors.
- The number of pages can be increased according to the internship period.

Week Number	-----		
Weekdays	Date	Activities/Duties	Signature of Responsible Authority on duty (for each working day)
Monday	---/---/20--		
Tuesday	---/---/20--		
Wednesday	---/---/20--		
Thursday	---/---/20--		
Friday	---/---/20--		
Saturday	---/---/20--		
Sunday	---/---/20--		

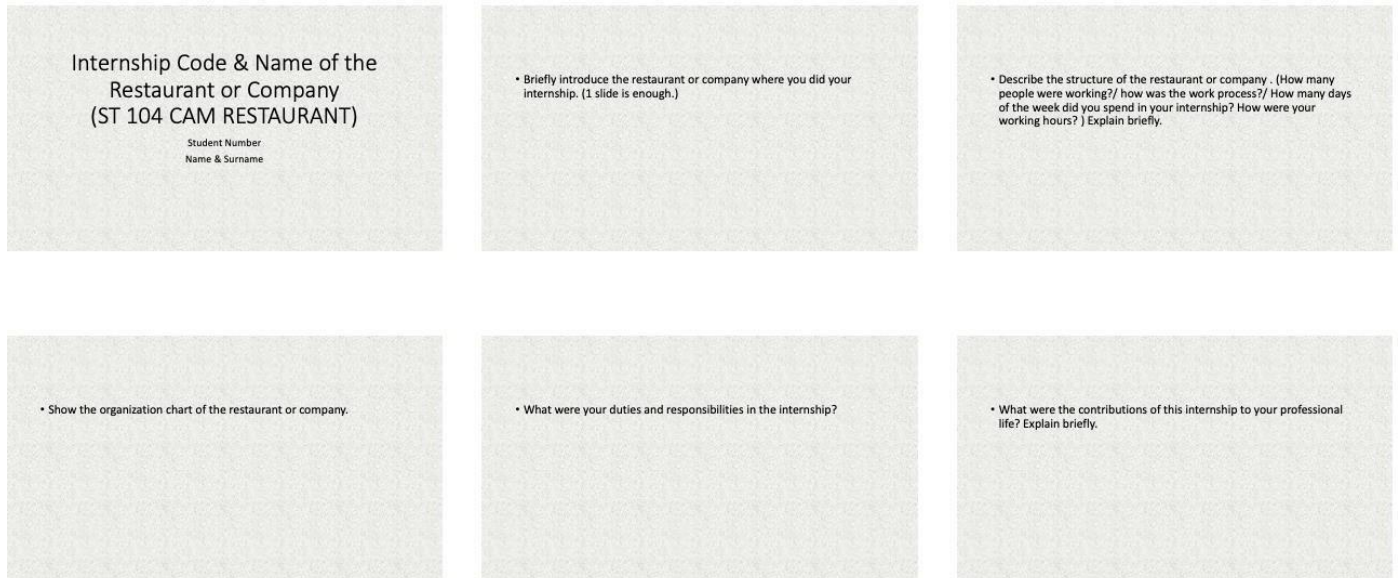
Head of Department Name

Signature / Date

PRESENTATION

- Every intern must provide an internship presentation
- The presentation outline is given below.
- English will be used for the presentation and the documentation of the report.
- Internship presentations will take place at the beginning of the academic year.
- The internship presentations should not exceed 10 minutes.

Internship Presentation Sample



CONTENT OF INTERNSHIP FOLDER

- Internship Report
- Internship Journal (should be filled in, signed and sealed by both head of the department and responsible authority on your duty for each day of the internship)
- Intern Evaluation Form (signed and sealed in an envelope)
- Internship Place Evaluation Form
- Presentation CD

Appendix 3. Internship Place Evaluation Form

	İZMİR EKONOMİ ÜNİVERSİTESİ UYGULAMALI YÖNETİM BİLİMLERİ YÜKSEKOKULU GASTRONOMİ VE MUTFAK SANATLARI BÖLÜMÜ STAJ YERİ DEĞERLENDİRME FORMU (Öğrenci tarafından staj sonrasında doldurulacaktır.)
	İZMİR UNIVERSITY OF ECONOMICS SCHOOL OF APPLIED MANAGEMENT SCIENCES DEPARTMENT OF GASTRONOMY AND CULINARY ARTS INTERNSHIP PLACE EVALUATION FORM (This will be filled in before the internship by the institution in which the internship will be performed)

I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION	
Adı / Name :	Soyadı / Surname:
Öğrenci No / Student ID No.	
Fakülte / Faculty:	Bölüm / Department:
Staj Süresi / Duration of Internship :	
Staj Türü (sıcak, soğuk, pastane, alakart, yönetim vb.) Type of the Internship (hot station, garde manger, pastry, a la carte, management etc.) :	
Yazışma Adresi / Contact Address:	
Tel : (Ev / Home) e-mail :	GSM :

II-STAJ YAPILAN KURUMUN/ THE INSTITUTION'S	
Adı / Name:	
Kurum içindeki birimin adı/ Name of the department:	
Adresi / Address:	
Tel / Phone:	
Fax :	E-mail :
Yetkili Staj Sorumlusunun Adı / Name of the Staff Responsible for Internship:	
İnsan Kaynakları Müdürünün Adı / Name of Human Resources Manager:	
Staj Başlama Tarihi / Beginning Date:	
Staj Bitiş Tarihi / Completion Date:	

III-DEĞERLENDİRME / EVALUATION		
A-Kurumsal Değerlendirme/ Institutional Evaluation		
	Evet/ Yes	Hayır/ No
Bir ücret ödemesi yapıldı mı? Yapıldıysa ne kadar ödendi? Was any salary paid? If yes, how much was paid?		
Kurumun çalışma saatlerinden memnun muydunuz? Were you pleased with the institution's working hours?		
Cevabınız hayır ise, nedenini belirtiniz. If not, state the reasons.		
Ulaşım imkânı sunuldu mu? Was any transportation opportunity provided?		
Yemek imkânı sunuldu mu? Was any meal opportunity provided?		
Staj yaptığınız işyerini arkadaşınıza önerir misiniz? Would you suggest the institution you did your internship to your friends?		
Mezun olduktan sonra bu işyerinde çalışmak ister miydiniz? Would you want to work at this institution after your graduation?		

	Hiç Never	Az Little	Bazen Sometimes	Sıklıkla Often	Her zaman Always
Üniversite hayatınızda edindiğiniz kavramsal bilgilerinizi stajınız süresince uygulayabildiniz mi? <i>Were you able to practice the theoretical knowledge you got through your university life during your internship?</i>					
Staj dönemi içerisinde yabancı dillerinizi kullanma imkânı buldunuz mu? <i>Were you able to use your foreign languages during the internship period?</i>					
Yabancı dil seviyeniz sorumluluklarınızı yerine getirmenize yardımcı oldu mu? <i>Did your foreign language level help you carry out your responsibilities?</i>					
Bireysel olarak sorumluluk alma fırsatı sağlandı mı? <i>Were you provided with an individual working place?</i>					
Çalışma ortamı uygun muydu? <i>Was the working environment appropriate?</i>					

	Değerlendirme için uygun değil / Not appropriate for evaluation	Hiç katılmıyorum / Strongly disagree	Katılmıyorum / Disagree	Kararsızım / Neutral	Katılıyorum / Agree	Tamamen Katılıyorum / Totally agree
Staj süreci bana iş yaşantısı ve disiplini konusunda objektif bir bakış açısı kazandı. <i>Internship process gave me an objective point of view about business life and discipline.</i>						
Staj yapmak mezun olduktan sonra hangi alana yönelmek istediğim konusunda alacağım kararlarda yol gösterdi. <i>Doing internship directed me in making decisions about my will at positioning myself in working areas.</i>						
Staj yaptığım kurum beklentilerimi karşıladı. <i>The institution at which I did my internship met my expectations.</i>						

Staj için söz konusu kurumu tercih etme nedeniniz nedir? / What is your reason in choosing the named institution for your internship?

Staj yaptığınız kurumun en olumlu ve olumsuz 3 yönünü belirtiniz. / Identify the 3 most positive and negative aspects of the institution you performed your internship at.

Lütfen eleştirilerinizi ve tavsiyelerinizi belirtiniz. / Please state your comments and suggestions.

Tarih/*Date* :...../...../.....

İmza/*Signature*:

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	İZMİR UNIVERSITY OF ECONOMICS SCHOOL OF APPLIED MANAGEMENT SCIENCES INTERN EVALUATION FORM DEPARTMENT OF GASTRONOMY AND CULINARY ARTS (This will be filled in before the internship by the institution in which the internship will be performed.)

I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION	
Adı / Name :	Soyadı / Surname :
Öğrenci No / Student ID No. :	
Fakülte / Faculty :	Bölüm / Department :
Yazışma Adresi / Contact Address :	
Staj Süresi / Duration of Internship :	
Staj Türü (sıcak, soğuk, pastane, alakart, yönetim vb.) Type of the Internship (hot station, garde manger, pastry, a la carte, management etc.) :	
Tel : (Ev / Home)	GSM :
e-mail :	

II-STAJ YAPILAN KURUMUN/ THE INSTITUTION'S	
Adı / Name :	
Adresi / Address :	
Tel/Phone :	
Fax :	E-mail :
Yetkili Staj Sorumlusunun Adı / Name of the Staff Responsible for Internship :	
İnsan Kaynakları Müdürü'nün Adı/ Name of Human Resources Manager :	
Staj Başlama Tarihi/ Beginning Date :	
Staj Bitiş Tarihi/ Completion Date :	

III-DEĞERLENDİRME/EVALUATION						
A-Kişisel Değerlendirme/ Personal Evaluation						
		Çok zayıf Very poor	Zayıf Poor	Yeterli Satisfactory	İyi Good	Çok iyi Very good
Kendine güven	Self confidence					
İnisiyatif	Initiative					
İşine gösterdiği özen	Interest, work attitude					
Üstü ile iletişimi	Communication with superiors					
İşe devamda titizliği	Attendance at work					
Sorumluluk alma	Taking responsibility					
Görevini yerine getirme	Fulfilling the duties					
Çalışma hızı ve zamanını değerlendirme	Work efficiency and time management					
Uygun malzeme kullanma becerisi	Appropriate material usage skills					

Bilgiyi uygulamaya dökme becerisi	<i>Practice and knowledge combination skill</i>					
İş algılama ve öneri getirebilme	<i>Perception of work and ability to suggest</i>					
Stajın ilk gününden son gününe kadar gösterdiği profesyonel gelişim	<i>Professional development displayed from the first day to the last day of the internship</i>					
Takım çalışmasına ve iş bölümüne yatkınlık	<i>Inclined to team work and division of labor</i>					
Genel Değerlendirme	Overall Evaluation					

B- Mesleki Beceri ve Yetkinlik / Professional Skills and Competence

		Çok zayıf	Zayıf	Yeterli	İyi	Çok iyi
		Very poor	Poor	Satisfactory	Good	Very good
1	Gastronomi ve Mutfak Sanatları alanında edindiği kuramsal ve uygulamalı bilgileri kullanma <i>Using theoretical and practical knowledge and skills in Gastronomy and Culinary Arts</i>					
2	İş sağlığı ve güvenliği, yiyecek hijyeni ve güvenliği ile genel iş pratiğinde en iyi uygulamaları gerçekleştirme <i>Carrying best practices in terms of work and food security, safety and hygiene in food production</i>					
3	Yiyecek üretimi ve sunumunu ilgilendiren görsel, dokusal ve besinsel öğeleri yorumlayabilme, değerlendirme ve karar verme <i>Appreciating, evaluating and making decisions regarding to visual, textual and nutritional data with respect to food production and presentation</i>					
4	Uygulamada karşılaşılan ve öngörülemeyen karmaşık sorunları çözmek için bireysel ve grup üyesi olarak sorumluluk alma <i>Taking responsibility for solving complex problems that may occur in the field of Gastronomy and Culinary Arts, both individually and as a team member</i>					
5	Edindiği bilgi ve becerileri eleştirel bir yaklaşımla değerlendirerek düşüncelerini ve sorunlara ilişkin çözüm önerilerini etkili bir şekilde aktarma <i>Evaluating the knowledge and skills acquired in the field of Gastronomy and Culinary Arts with a critical approach and effectively conveying ideas and suggestions for solutions</i>					
6	Gastronomi alanıyla ilişkili, tabak tasarımı, maliyet analizi ve depo yönetimi gibi alanlardan yararlanma ve bunlara ilişkin temel bilgilere sahip olma <i>Possessing and benefitting from basic knowledge of areas related to the field of gastronomy such as plate design, cost analysis and inventory management</i>					
7	Gastronomi ve Mutfak Sanatlarına ilişkin teknolojik araçları etkin bir şekilde kullanma <i>Using the technological tools related to Gastronomy and Culinary Arts effectively</i>					
8	Etik değerlere sahip olarak bilgi, beceri ve yetkinliklerini yaşam boyu öğrenme ve sürdürülebilirlik bilinciyle güncelleme ve geliştirme <i>Updating and improving the knowledge, skills and competencies related to Gastronomy and Culinary Arts with lifelong learning awareness and sustainability with an ethical approach</i>					
9	İngilizceyi kullanarak Gastronomi ve Mutfak Sanatları ile ilgili bilgileri izleme ve meslektaşları ile iletişim kurma <i>Collecting data in the area of Gastronomy and Culinary Arts and communicating with colleagues in a foreign language.</i>					
10	İkinci bir yabancı dili kullanma <i>Speaking a second foreign language</i>					

C-Stajyerin, staj süresince toplam staj süresinin %10'undan fazla devamsızlığı var mıdır? / Has there been absence of the intern more than 10% of the internship period?

Evet//Yes (gün-toplam/days-total)

Hayır/ No

D- Lütfen eleştirilerinizi ve stajyer öğrencinin gelişimi ile ilgili tavsiyelerinizi belirtiniz./

Please state your comments and suggestions on the progress of the intern.

E- Bu stajyeri tekrar çalıştırmayı düşünür müsünüz? (Yanıtınız Hayır ise, lütfen nedenini açıklayınız.)

Would you consider employing this intern again? (If your answer is No, please explain.)

Evet/Yes

Hayır/No

F- Gelecek yıl üniversitemizden stajyer çalıştırmak ister misiniz? (Yanıtınız Hayır ise, lütfen nedenini açıklayınız.) / Would you consider employing intern from our university next year? (If your answer is No, please explain.)

Evet/Yes

Hayır/No

**STAJ YETKİLİSİNİN ONAYI / APPROVAL OF THE
AUTHORIZED PERSON FOR INTERNSHIP**

Adı Soyadı / Name and Surname :

Görevi / Duty :

Tarih/Date...../...../.....

İmza/Signature

	İZMİR EKONOMİ ÜNİVERSİTESİ UYGULAMALI YÖNETİM BİLİMLERİ YÜKSEKOKULU GASTRONOMİ VE MUTFAK SANATLARI BÖLÜMÜ STAJYER DEĞERLENDİRME FORMU (Staj yapılacak kurum tarafından staj sonrasında doldurulacaktır.)
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I-ÖĞRENCİ BİLGİLERİ / STUDENT INFORMATION

Adı / Name :	Soyadı / Surname :
Öğrenci No / Student ID No. :	
Fakülte / Faculty :	Bölüm / Department :
Yazışma Adresi / Contact Address :	
Staj Süresi / Duration of Internship :	
Staj Türü (sıcak, soğuk, pastane, alakart, yönetim vb.) Type of the Internship (hot station, garde manger, pastry, a la carte, management etc.) :	
Tel : (Ev / Home)	GSM :
e-mail :	

II-STAJ YAPILAN KURUMUN/ THE INSTITUTION'S

Adı / Name :	
Adresi / Address :	
Tel/Phone :	
Fax :	E-mail :
Yetkili Staj Sorumlusunun Adı / Name of the Staff Responsible for Internship :	
İnsan Kaynakları Müdürü'nün Adı/ Name of Human Resources Manager :	
Staj Başlama Tarihi/ Beginning Date :	
Staj Bitiş Tarihi/ Completion Date :	

III-DEĞERLENDİRME/EVALUATION**A-Kişisel Değerlendirme/ Personal Evaluation**

		Çok zayıf Very poor	Zayıf Poor	Yeterli Satisfactory	İyi Good	Çok iyi Very good
Kendine güven	Self confidence					
İnisiyatif	Initiative					
İşine gösterdiği özen	Interest, work attitude					
Üstü ile iletişimi	Communication with superiors					
İşe devamda titizliği	Attendance at work					
Sorumluluk alma	Taking responsibility					
Görevini yerine getirme	Fulfilling the duties					
Çalışma hızı ve zamanını değerlendirme	Work efficiency and time management					
Uygun malzeme kullanma becerisi	Appropriate material usage skills					

Bilgiyi uygulamaya dökme becerisi	<i>Practice and knowledge combination skill</i>					
İşi algılama ve öneri getirebilme	<i>Perception of work and ability to suggest</i>					
Stajın ilk gününden son gününe kadar gösterdiği profesyonel gelişim	<i>Professional development displayed from the first day to the last day of the internship</i>					
Takım çalışmasına ve iş bölümüne yatkınlık	<i>Inclined to team work and division of labor</i>					
Genel Değerlendirme	Overall Evaluation					

B- Mesleki Beceri ve Yetkinlik / Professional Skills and Competence

		Çok zayıf	Zayıf	Yeterli	İyi	Çok iyi
		<i>Very poor</i>	<i>Poor</i>	<i>Satisfactory</i>	<i>Good</i>	<i>Very good</i>
1	Gastronominin çok disiplinli yapısına uygun kavram, beceri, araç-gereç ve teknolojiler ile yiyecek-içecek sektörünün farklı alanlarında teorik ve pratik bilgileri kavramsal bir çerçeve dahilinde değerlendirebilme					
2	Dünya ve Türk Mutfak kültürleri çerçevesinde, gıda hijyeni, güvenliği ve temel beslenme ilkelerinin insan ve toplum sağlığı üzerindeki etkilerini bilerek, profesyonel mutfak uygulamalarını çevre bilinci ile sürdürülebilirlik esaslarına uygun biçimde gerçekleştirebilme					
3	Gastronomi ve Mutfak Sanatlarına ilişkin etik değerlere sahip, bilgi, beceri ve yetkinliklerini yaşam boyu öğrenme ve sürdürülebilirlik bilinciyle güncelleyebilme					
4	Gastronomi ve Mutfak Sanatları alanında uygulamada karşılaşılan ve öngörülemeyen karmaşık sorunları çözmek için bireysel ve ekip üyesi olarak ulusal-uluslararası platformlarda kendini ifade edebilen ve mesleki becerilerini sergileyebilme					
5	Profesyonel mutfak uygulamalarını, sanat, tasarım ve gastronomi disiplinleri çerçevesinde yorumlayabilme					

C-Stajyerin, staj süresince toplam staj süresinin %10'undan fazla devamsızlığı var mıdır? / Has there been absence of the intern more than 10% of the internship period?

Evet/Yes (gün-toplam/days-total)
Hayır/ No

D- Lütfen eleştirilerinizi ve stajyer öğrencinin gelişimi ile ilgili tavsiyelerinizi belirtiniz./ Please state your comments and suggestions on the progress of the intern.

E- Bu stajyeri tekrar çalıştırmayı düşünür müsünüz? (Yanıtınız Hayır ise, lütfen nedenini açıklayınız.) / Would you consider employing this intern again? (If your answer is No, please explain.)

Evet/Yes
Hayır/No

F- Gelecek yıl üniversitemizden stajyer çalıştırmak ister misiniz? (Yanıtınız Hayır ise, lütfen nedenini açıklayınız.) / Would you consider employing intern from our university next year? (If your answer is No, please explain.)

Evet/Yes
Hayır/No

**STAJ YETKİLİSİNİN ONAYI/ APPROVAL OF THE
AUTHORIZED PERSON FOR INTERNSHIP**

Adı Soyadı / *Name and Surname* :

Görevi / *Duty* :

Tarih/*Date*...../...../.....

İmza/*Signature*

Appendix 6. Intern Audit Report

İZMİR EKONOMİ ÜNİVERSİTESİ
Gastronomi ve Mutfak Sanatları Bölümü
STAJYER DENETLEME RAPORU

Denetimi Yapılan Öğrencinin:

Öğrencinin Adı Soyadı:	
Staj Tarihleri: (Başlangıç-Bitiş)	.../.../202.. - .../.../202..
Staj Yeri:	
Staj Kodu:	

Ziyaret/Denetleme Değerlendirme Soruları:

Öğrenci denetim sırasında kurumda/firmada stajını yapıyordu.	<input type="checkbox"/> EVET <input type="checkbox"/> HAYIR
Öğrencinin denetim tarihi itibarıyla devamsızlığı yoktur.	<input type="checkbox"/> EVET <input type="checkbox"/> HAYIR
Kurum/Firma amiri öğrencinin çalışmasından ve gayretinden memnundur.	<input type="checkbox"/> EVET <input type="checkbox"/> HAYIR <input type="checkbox"/> KISMEN
Haftada kaç iş günü çalışmaktadır?	
Mesai saatleri nedir?	
Denetleyenin ek yorumları (varsa)	

Denetimi/Ziyareti Yapan Öğretim Elemanı:

Adı Soyadı:	
Tarih:	
İmza:	

Ziyaret Edilen Kurumun/Firmanın:

Görüşülen Kurum Yetkilisi:	
İmza/Kaşe:	

Sonraki Ziyaret Bilgileri:

	2. Denetim (Tarih:)	3. Denetim (Tarih:)
Her şey yolunda mı? Ek görüşünüz varsa belirtiniz.*		

*İlgili kutucukları açıklama için kullanınız. Her bir denetim için kurumun kaşe ve imzası bulunmalıdır.

Appendix 7. Kitchen Application Evaluation Form I

**İZMİR UNIVERSITY OF ECONOMICS
SCHOOL OF APPLIED MANAGEMENT SCIENCES
DEPARTMENT OF GASTRONOMY AND CULINARY ARTS**

KITCHEN PRACTICE EVALUATION FORM	
Course Code and Name:	Lecturer:
Student Name-Surname:	Course Date:

GRADING CRITERIA (100)						Total Score	Student Signature
Weeks	Ready On Time (20)	Responsibility & Team Work (20)	Organization (20)	Techniques (20)	Cleaning & Hygiene (20)		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

EXPLANATIONS / EXPECTATIONS

Ready on Time: All students must be on time, fully dressed, shaved, with no accessories and /or make up, nail polish etc. All uniforms should be clean and ironed. In this area, student's punctuality in the kitchen will be graded. If the student does not come to class properly, for example, if she/he has trousers with him but did not wear them, this grade will be decreased. The aim is to make the students attend the class fully dressed and ready on time. If the student does not have his belongings with her/him, she/he will not be taken to the class.

Responsibility & Team Work: All students are a member of the kitchen team and must work together with joined chores during lectures. In this area, not leaving dishes in the sink, controlling stations, sharing equipment, taking responsibility in general etc. will be graded.

Organization: All students must organize their time and stations well, as mise en place and correct flow of work are the back bones of professional kitchens. This area will be used to grade their organization of time and working stations in the kitchen.

Technique: All students must use the correct equipments, techniques and ingredients for the given recipes, and ask the lecturer if not certain.

Cleaning & Hygiene: All students must keep their stations clean at all times and participate in cleaning/organizing duties during and at the end of the class.

Appendix 8. Kitchen Application Evaluation Form II I

**İZMİR UNIVERSITY OF ECONOMICS
SCHOOL OF APPLIED MANAGEMENT SCIENCES
DEPARTMENT OF GASTRONOMY AND CULINARY ARTS**

KITCHEN PRACTICE EVALUATION FORM		Course Week & Date:
Course Code and Name:	Lecturer:	
Student Name-Surname:		

GRADING CRITERIA (100)							
Weeks	Kitchen Brigade	Ready On Time (10)	Team Work (20)	Personal Responsibilities (50)	Cleaning & Hygiene (20)	Total Score	Student Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

EXPLANATIONS / EXPECTATIONS

Ready on Time: All students must be on time and should follow personal hygiene and kitchen safety rules.

Team Work: All students are a member of the kitchen team and must work together with joined chores during lectures.

Personal Responsibilities: All students must organize their time and stations well, use the correct equipments, techniques and ingredients for the given recipes. Personal responsibilities include student's performance in their assigned stations, on a weekly basis.

Cleaning & Hygiene: All students must keep their stations clean at all times and participate in cleaning/organizing duties at the end of the class.