

DEPARTMENT OF GASTRONOMY AND CULINARY ARTS

DEPARTMENT OF CULINARY ARTS AND MANAGEMENT

20--- / 20--- ACADEMIC YEAR INTERNSHIP REPORT

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

**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).

**(Minimum ½ page, 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. **(Min ½ page, 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. **(Minimum 50 words, 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. **(Minimum 100 words, 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 ½page)**
7. Describe the contributions of this internship to you. **(Min 100 words, Maximum ½ page)**
8. Would you recommend this company for an internship in the future? Explain. **(Minimum 50 words, Maximum ½ page)**

**IMPORTANT NOTE: THE REPORT SHOULD NOT EXCEED 8 PAGES.**