



EXTERNSHIP AGREEMENT

STUDENT: _____ PLACEMENT SITE _____ Town: _____

STUDENT PHONE: _____ STUDENT E-MAIL: _____

1. Student will register for the required twelve credits of externship, usually 6 credits per term.
2. Return your **Confirmation Notice** to your instructor at OCCI prior to, or in the first week of term.
3. A minimum of **three contacts**, (the Confirmation Notice being your first contact) by phone or e-mail, between the externship student and the appropriate Chef Instructor at OCCI, are expected during the externship. **This is a REQUIREMENT of your externship.**
4. Student will be responsible for documenting all hours worked, verified by the Supervising Chef or by the facility (official time slips are acceptable). Complete 396 hours of externship at the work site.
5. At the conclusion of externship, the Supervising Chef will complete a **“Worksite Evaluation”** and discuss with the student.
6. The student will complete the **Essay /Report** and submit with the packet. We want to hear what you think about OCCI.
7. All completed forms must be returned to OCCI by the end of the first week following completion of the externship.

I have read, discussed and understand these externship expectations. Signed

Student Signature

Date _____