

Schenectady County Community College
Department of Hotel, Culinary Arts, & Tourism
Supervisor's Evaluation / 600 Hour Work Experience

Student's

Name: _____ **StudentID#:** _____

E-Mail: _____ **Phone/Cell:** _____

Name of

Establishment: _____ **Date's Employed:** _____

Address of

Establishment: _____

Supervisor Name: _____ **Title:** _____

Phone #: _____ **E-Mail Address:** _____

Please Rate the Student According To The Following. Check most appropriate

Relations with Others

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works very poorly with others
- Unable to evaluate

Attitude-Application to Work

- Outstanding in enthusiasm
- Very interested and industrious
- Average in diligence
- Somewhat indifferent
- Definitely not interested
- Unable to evaluate

Judgment

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgment
- Unable to evaluate

Dependability

- Completely dependable
- Above average dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable
- Unable to evaluate

Ability to Learn

- Learns very quickly
- Learns readily (with minimal supervision)
- Average in learning
- Rather slow to learn
- Very slow to learn
- Unable to evaluate

Quality of Work

- Excellent
- Very Good
- Average
- Below average
- Very poor
- Unable to evaluate

Serves Clients/Customers

- Extremely attuned to needs of clients
- Very supportive, enthusiastic
- Satisfactory
- Poor
- Inconsistent, sometimes not attentive to
Needs of clients
- Unable to evaluate

Works with Diversity

- Excellent awareness and respect
for cultural differences
- Recognition of standards other
than his/her own
- Needs improvement
- Demonstrates lack of willingness
to accept others

Punctuality

- Regular
- Irregular

Attendance

- Regular
- Irregular

Please check the performance category which best describes the student's overall performance.

- Outstanding performance, substantially exceeded expectations _____
- Exceeded expectations and performance standards _____
- Met all performance standards _____
- Met some performance standards, but did not meet expectations _____
- Performance substantially below normal expectations and standards _____

Please indicate any particular strengths and/or weaknesses you feel this student possesses.

Please describe what you feel the student has learned during this experience, and what personal or professional growth he/she has demonstrated.

If there were a position available, would you consider hiring this student as a full-time employee upon graduation? Yes _____ No _____

This report has been discussed with the student: Yes _____ No _____

Signature / Title **Date**

**Please return this form to the student/employee:
 For additional information please contact:
 SCCC, Department of Hotel, Culinary Arts, & Tourism
 Mr. Robert Payne
 78 Washington Avenue
 Schenectady, NY 12035
 Phone#: 518-381-1216 Fax #: 518-346-0379 E-Mail: paynebl@sunysccc.edu**

Schenectady County Community College
Department of Hotel, Culinary Arts, & Tourism
Student Learning Assessment / 600 Hour Work Experience

Student Name

Site

Date

Please answer the questions below. Your answers and the examples you provide will be valuable in evaluating your work experience. NOTE: This form together with your employer evaluation must be submitted to the department office before credit can be awarded for your 600-work hour requirement.

1. What did you use or observe in your placement that you learned in your classes?

2. What did you learn through actual experience that you don't think you could have learned in the classroom or lab?

3. What skills did you develop in your work experience?

4. How did your work experience assist you in exploring or testing career interests?

5. In what ways did your work experience develop your self-esteem and sense of responsibility? Describe any other personal rewards.

6. Has your employer offered you a long-term position or other employment career help after graduation? Please explain.

7. What do you think are the strengths and weaknesses of the work experience requirement?

Please return this form to:

SCCC

Department of Hotel, Culinary Arts, & Tourism

Mr. Robert Payne

78 Washington Avenue

Schenectady, NY 12038

Phone#: 518-381-1216 Fax #: 518-346-0379

E-Mail: paynebl@sunysccc.edu

SCHENECTADY COUNTY COMMUNITY COLLEGE
Department of Hotel, Culinary Arts & Tourism
Guidelines for Work Experience Requirement

Purpose of the Work Experience Requirement:

The purpose of the Work Experience Requirement is to enable students to develop knowledge, skills, and attitudes necessary to succeed in the vastly expanding hospitality industry. The requirement enables students to apply concepts and skills acquired in the classroom and labs to real-life situations, which are in keeping with their own interests and abilities. The requirement is designed to promote career opportunities and expand possibilities. Additionally, student gains an understanding of the requirements of employment, enabling them to function more efficiently and effectively upon graduation.

Who is required to participate?

Student pursuing the Associate in Applied Science (AAS) degree in Hotel and Restaurant Management and the Associate in Occupational Studies (AOS) degree in Culinary Arts must satisfy the Work Experience Requirement.
Students who fail to successfully meet the requirement will not receive a diploma.

Duration of the Work Experience requirement

Students are required to complete 600 hours of work experience. Fifteen weeks at forty hours per week, fulltime, or the equivalent in part time employment.

Criteria for students seeking an AAS degree in Hotel and Restaurant Management:

Students pursuing the AAS degree are required to seek and obtain work in an area of a hotel or restaurant that will best enhance their management goals. The requirement may be met in any one of the following ways:

1. Summer employment or part-time employment in a restaurant, hotel, or institutional food service establishment.
2. An internship at Disney world or at another internship approved by the department.
3. Part-time employment during the academic year.
4. Prior (within 5 years) work experience that remains verifiable by a previous employer in one of the above type establishments.

Note: The department strongly urges hotel & restaurant majors to seek employment in areas that will afford them opportunities to observe management skills and enhance their own.

Criteria for students seeking an AOS in Culinary Arts

Student pursuing the AOS degree are required to seek and obtain work in an active working kitchen. (Counter- work only will not be accepted). The requirement may be met in any one of the following ways:

1. Summer employment or part-time employment in a restaurant, hotel, or institutional food service establishment.
2. An internship at Disney World or at another internship approved by the department.
3. Part-time employment during the academic year.
4. Prior (within 5 years) work experience that remains verifiable by a previous employer in one of the above type establishments.

Securing Work

It is the student' responsibility to secure appropriate work to satisfy the work Experience requirement. Students are encouraged to utilize the service of SCCC's Job Placement Services to obtain job leads, assistance with resume writing, job hunting and interviewing techniques.

To provide students with an opportunity to explore career options and to allow for flexibility and maximum benefit, work experiences with more than one employer may be added together to meet minimum expectations. Although work experience may be arranged without payment to the student, it is expected that students will be compensated and will receive benefits in line with other employees in comparable positions.

Employer Report:

It is recommended that work experiences be chosen carefully by students in light of their need and career objectives. Students are expected to meet acceptable standards of performance set by their employer. Students failing to meet these standard may be denied being credited for the work performed. Students are required to have the **Employer report/s completed by his or her employer/s.**

Note: Students must submit a separate Employer Report for each separate position obtained.

Student Report:

Students wishing to be considered for graduation at the close of the spring semester must submit completed Student and Employer reports to his/her faculty advisor no later than February 15th of the student's final term. Students are encouraged to submit these reports as soon as possible after completing the work experience.

Note: Students must submit a separate Student Report and a separate Employer Report for each separate position used in acquiring their 600 hours.