

BIBLIOGRAPHY

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APPENDIX

Appendix 1. Head Chef, Staff, and Trainee



Appendix 2. Appraisal Form

Internship Appraisal Form		 AKADEMI KULINER & PATISERI OTTIMMO INTERNASIONAL EVENT ARTS · CATERING · BAKING & PAstry ARTS
INTERNSHIP PLACE: <u>Common Grounds Surabaya</u>		
First Name: <u>Felicia</u>	Last Name: <u>Can</u>	
Review Period/s : ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ Annually : <u>25 November 2024</u>	Date Joining	
Intern's Position : <u>Trainee Cook</u>	Department : <u>Kitchen</u>	
REVIEW DATE : <u>2 Juli 2025</u>	Direct Supervisor : <u>Nandah Sabrina</u> x	
<u>GRADING FACTORS</u>		
1. ORGANIZATIONAL & COMMUNICATION		
Staffs Relations		
Consistently demonstrates: attentiveness, courtesy and efficient service to other staff. Creates friendly environment.	4	
Team Player		
Cooperates and works well with others. Enthusiastic, portrays a positive manner and Works toward the Company's goal/s.	4	
Follow -Through		
Sees tasks through completion. Finishes work so that next shift is prepared.	4	
2. CUSTOMERS INTERACTIONS		
Customer Relations (*if any)		
Consistently demonstrates: attentive, courtesy and efficient service to customers. Treat customers with Considerations and Respects	3	

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

Maintains hair and facial hair (*if any) per proper F&B industrial standards

3.5

Uniforms

Always wear the proper and designated uniform.

3

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required.

Follow instructions and completes work on time with minimum supervision.

3.5

Work Quality

Work performed according to Chef's standard and on-site work requirements.

All job descriptions specification are met. Consistency in work. All recipes are followed

3.5

Work Quantity

Complete the expected amount of work in relation to Company's standards

4

Grading Guidelines.

Using the 4 point scale below, fill up the following table:

- 4 - Exceeds expectations
- 3.5 - Somewhat Exceeds Expectations
- 3 - Meets expectations
- 2.5 - Somewhat meets expectations
- 2 - Less than expectations
- 1.5 - Somewhat less than expectations
- 1 - Inadequately short of expectations

Discussions/Notes:

well, a good job pella!!
Need more focus & more creative!
All done! & good job!

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____
2. _____
3. _____
4. _____
5. _____

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

Maintains hair and facial hair (*if any) per proper F&B industrial standards

3.5

Uniforms

Always wear the proper and designated uniform.

3

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required.

Follow instructions and completes work on time with minimum supervision.

3.5

Work Quality

Work performed according to Chef's standard and on-site work requirements.

All job descriptions specification are met. Consistency in work. All recipes are followed

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Work Quantity

Complete the expected amount of work in relation to Company's standards

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Grading Guidelines.

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- 2 - Less than expectations
- 1.5 - Somewhat less than expectations
- 1 - Inadequately short of expectations

III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp 

Dated 2nd April 2025

The Intern

Signature:  Felix

Dated 2 April, 2025

OTTIMMO International Master Chef Academy

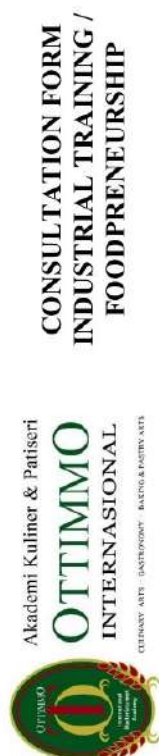
Signature & Stamp:  Dept Head Student Affairs

Dated 07 July 2025

Appendix 3. Certificate



Appendix 4. Consultation Form



Name : Fellicia Can
 Student Number : 2274130010059
 Advisor : Filias Kusuma, S.E., M.M

No	Date	Topic Consultation	Name/ Signature
7.	1 July 2025	Fixing references	 Filias
8.	2 July 2025	Correction table of contents	 Filias
9.	3 July 2025	Fixing references	 Filias
10.	4 July 2025	Completion of needed documents	 Filias

No	Date	Topic Consultation	Name/ Signature
1.	18 June 2025	Format of the report	 Filias
2.	20 June 2025	Revision of chapter 1	 Filias
3.	23 June 2025	Revision of chapter 2	 Filias
4.	25 June 2025	Revision of chapter 3	 Filias
5.	27 June 2025	Weekly Report	 Filias
6.	30 June 2025	Schedule and shift activity revision	 Filias

18 July 2025 / 10:00-10:45



AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
(JELIARY KPTS) | KATYONGKAW | BANGKOK & ANGERY KPTS

No	Correction List	Page	Approval
	Cek note di laporan. Revisi kirim email ke kenia@icnatae.ottimono.ac.id		 

[Handwritten signature]

52

18 July 2025 / 10.00-10.45



AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
CULINARY ARTS | CATERING | BAKING & PASTRY ARTS

Student Name : Fellicia Can
Student Number : 2274130010059
Exam Day & Date : Selasa, 18 July 2025
Lecture : Jessica Hartan, A.Md.Par.
(19940923 2201 084)

No	Correction List	Page	Approval
1	Check all notes	All	

Acknowledge,
Advisor

(Filias Kusuma, S.E., M.M)
19871203 2403 023

18 July 2025 / 10.00-10.45



AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
CELEBRARY ARTS : GASTRONOMY : BAKING & PASTRY ARTS

Student Name : Fellicia Can
Student Number : 2274130010059
Exam Day & Date : Selasa, 18 July 2025
Lecture : Filias Kusuma, S.E., M.M
(19871203 2403 023)

No	Correction List	Page	Approval
	No correction		

Acknowledge,
Advisor

(Filias Kusuma, S.E., M.M)
19871203 2403 023

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Fellicia Can
 Study Program : D3
 Placement of *Industrial Training* : Common Grounds Surabaya
 Field of Work : Hot Kitchen
 Activity Notes : 25th November 2024 – 8th June 2025

Week	Description of activities
Week 1-4	- Learn the basics of working in the kitchen - Learning new recipes - Memorizing every menu's plating style and condiment - Make pancake batter - Learn to store condiments according to SOP - When to refill and refresh condiments - Make different variations of sambal - Manage serving time properly - Control the flow of the service - Keep track of each dish's cooking duration - Learn how to clean equipment properly
Week 5	- Grooveyard collaboration with chef Mac - Get new recipes - Learn how to manage old dishes with new dishes' condiments and plating - Handle lunch and dinner rushes effectively - Learn how to memorize food tickets and their time durations
Week 6	- 1st General deep clean - Clean different equipments according to their needs and specific chemical solutions - Get to know which equipment must be cleaned monthly and which daily/weekly
Week 7-9	- Learn the ropes by watching for sauté station - Move into sauté station - Cook and pack spaghettis, rigatoni, vermicelli, soba, and rice to save cooking time - Memorizing each dishes' condiments and when to cook each one - Learn every dishes' seasoning quantity - How to handle seafood and how to store - Make different cooking bases

	- Peeling potatoes in large quantities - Process vegetables to be prepped for cooking - Time cooking cues properly for other stations - Cut mushrooms, string beans, carrots, zucchinis, broccolis, and onions uniformly - Process whole chicken and ducks into different dishes
Week 10-15	- Food test and launch magnum collab - Learn new dessert recipes - Bake cakes and cookies - Prepare new condiments such as fruit jellies, croissant chips, various creams and filling, etc - New plating styles and combinations - 2nd & 3rd general deep clean
Week 16-18	- Ramadhan week - Handle big reservations - Manage time well for lunch and dinner rushes - Prepare condiments in bigger batches - Order ingredients accordingly
Week 19-22	- Test food and launch Belinda brunch collaboration - Process more seafood such as shrimp and squids - Make kimchi - Learn how to ration and prepare each condiment for short duration use - Recreate Belinda's envisioned dish
Week 23-24	- Test food Warung Mekarjaya - Learn new recipes - Trial and error for achieving a specific result taste and visual wise - Mix and match different components - Creating new recipes from scratch from provided condiments
Week 25-26	- 4th general deep clean - Moved to grill station - Handle mostly protein such as beef and chicken - Portion the same protein into different dishes - Making different marination - Fry chicken half cooked for prep - Prepare different flour mixes for use - Process rump cuts into steaks

	- Receive ingredient shipments and store accordingly - Keeping track of stock and doing monthly & weekly stock reports - Learn how to properly clean deep fryers, grill, and teppan - Cut brioche and sourdoughs for burgers, sandwiches, and toast - Perfect cooking cues with other stations
Week 27-28	- Food test and launch Mata Keranjang collaboration - Meet chef Jovan and team to collaborate - Help prepare new condiments using different ingredients - Learn Manado cuisine recipes - Process tuna into different types of dishes such as grilled, raw, and sautéed - Make new side dishes
Week 29	- Prepare for new menu, Pizza - Ordering new ingredients - Last week of internship - Keeping track of stock and doing monthly & weekly stock reports - Process more protein and learn knife skills