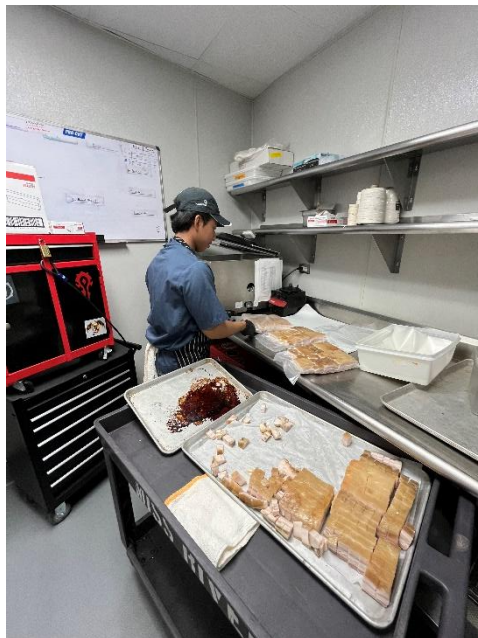


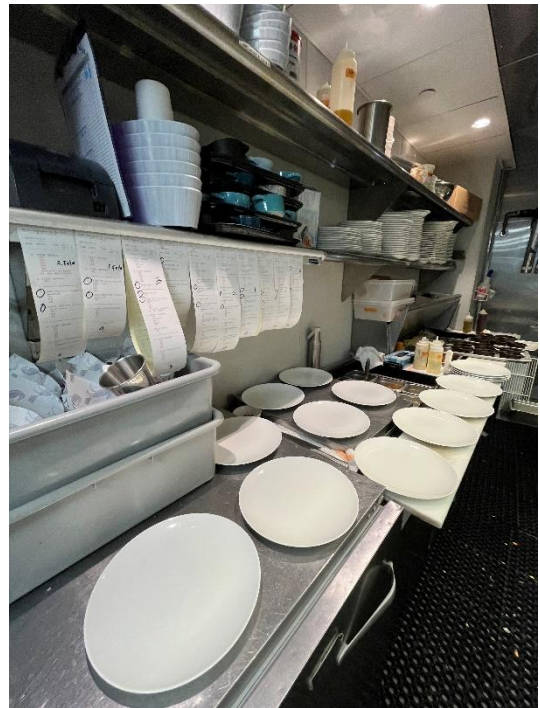
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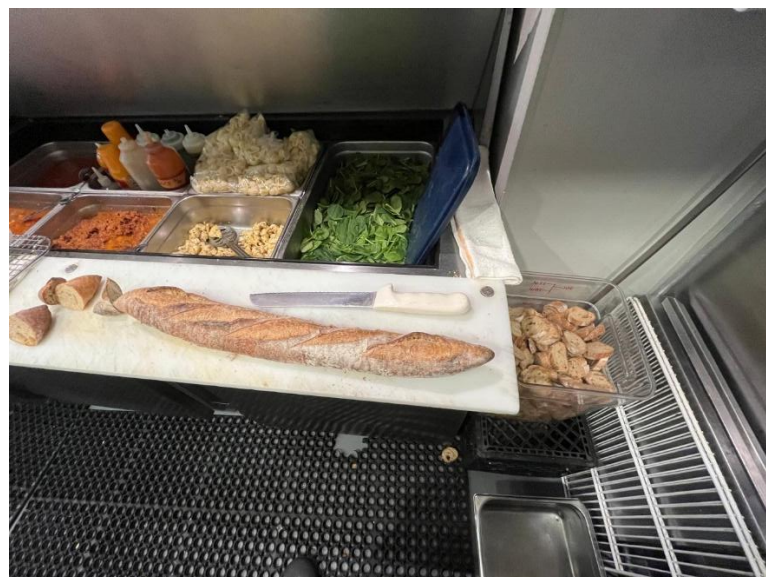
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APPENDIX

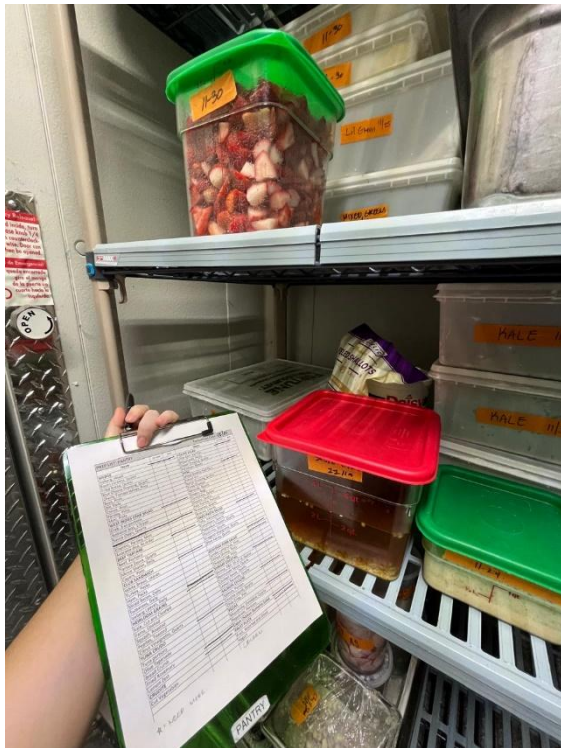
Appendix 1. Internship Activity











Appendix 2. Amuse Bouche





Appendix 3. Picture with Employee





Appendix 4. Appraisal Form


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

Internship Appraisal Form

INTERNSHIP PLACE: Four Seasons New Orleans

First Name Brody Last Name LeBlanc

Review Period/s : ☐ Monthly ☐ Quarterly ☐ Bi-annually ☒ Annually Date Joining : _____

Intern's Position : Cook 3 Department : Chemin a la Mer

REVIEW DATE : 11/22/2025 Direct Supervisor : [Signature] x

GRADING FACTORS

Can be counted upon to do what is assigned. Follow instructions and completes work on time with minimum supervision.

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.
Creates friendly environment. 3.5

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.

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3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

4

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

Uniforms

Always wear the proper and designated uniform.

4

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

3.5

Follow instructions and completes work on time with minimum supervision

Work Quality

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

4

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

Work Quantity

RATING

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:

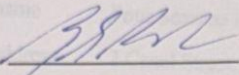
- 4 - Exceeds expectations
- 3.5 - Somewhat Exceeds Expectations
- 3 - Meets expectations
- 2.5 - Somewhat meets expectations
- 2 - Less than expectations
- 1.5 - Somewhat less than expectations
- 1 - Inadequately short of expectations



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III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp:  Dated 11/22/2025

The Intern

Name: Devina Kristie Wijaya
Reg. no: 2274130010001
Signature: _____ Dated _____

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____ Dated _____
Dept. Head Student Affairs

Admonished by,
Director of Ottimmo International
Master Gourmet Academy Surabaya

Discussions/Notes;

Davina was a pleasure to have over the past year. I am excited about her future as a Chef.

Signature & Stamp: _____

Dated: _____

The Intern _____

Signature: _____

Dated: _____

OTTIMMO International MasterGourmet Academy

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

Signature & Stamp: _____

Dated: _____

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____

2. _____

3. _____

4. _____

5. _____



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Appendix 5. Internship Feedback

	Wijaya, Davina Kristie Cook 3 Manager: Taylor Adam Evaluated By: Taylor Adam	Introductory Review Organization: New Orleans - Chemin a la Mer Restaurant Sous Chef (Taylor Adam, Seth Chauvin, +3) Location: New Orleans 11/26/2024 - 02/17/2025
---	--	--

STEP 3: Overall Rating

Manager Overall Evaluation
Rating: Fully Met Expectations

Acknowledgement
Manager
Entered by: Taylor Adam Date: 03/20/2025
Status: Acknowledge Without Comment
Comment:
Employee
Entered by: Davina Kristie Wijaya Date: 03/19/2025
Status: Acknowledge Without Comment
Comment:

STEP 1: Behaviours

All Employee Behaviours
All employees should demonstrate these behaviours.
It's how we treat each other, and how we serve anyone we interact with.

Start With the Heart

- Caring and Compassionate
- Aware and Present
- Recognize Confidently

Master Your Craft

- Constantly Learning
- Deliver with Passion

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Appendix 6. Consultation Form



Academik Kuliner & Pastry
OTTIMO
INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

Name : DAVINA KRISTIE W

Student Number : 2274130010001

Advisor : ELMA SULISTIYA

No	Date	Topic Consultation	Name/ Signature
1.	20 Feb 2025	ASKING ABOUT INTERNSHIP REPORT GUIDE LINES	328
2.	23 JANUARI 2026	ASKING ABOUT CHAPTER I & CHAPTER II	328
3.	20 JANUARI 2026	ASKING ABOUT EMAIL & REVISION	328
4.	22 JANUARI 2026	ASKING ABOUT INTERNSHIP REPORT OVERALL & BIBLIOGRAPHY	328
5.	28 JANUARI 2026	ASKING ABOUT MORE REVISION.	328
6	5 Feb 2026	Revision	328

No	Date	Topic Consultation	Name/ Signature
7	8 Feb 2026	Revision	328
8	16 Feb 2026	Revision	328
9	20 Feb 2026	PPT	328
10	2 March	Revisi	328



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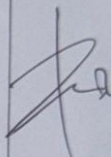
Appendix 7. Correction List

24 Februari 2026 / 13.00-13.45



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Davina Kristie Wijaya
Student Number : 2274130010001
Exam Day & Date : Selasa, 24 Februari 2026
Lecture : Filias Kusuma, S.E., M.M
(19871203 2403 023)

No	Correction List	Page	Approval
			

Acknowledge,
Advisor

Elma Sulistiya, S.TP., M.Sc.)
19970916 2302 087

CS Scanned with CamScanner



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

Student Name : Davina Kristie Wijaya
 Student Number : 2274130010001
 Exam Day & Date : Selasa, 24 Februari 2026
 Lecture : Elma Sulistiya, S.TP., M.Sc.
 (19970916 2302 087)

No	Correction List	Page	Approval
	Perbaiki susunan kalimat yang masih menggunakan Subject I, you		32.

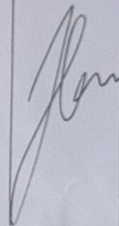
Acknowledge,
 Advisor

Elma Sulistiya, S.TP., M.Sc.)
 19970916 2302 087



AKADEMI KULINER & PATISERI
OTTIMMO®
 INTERNASIONAL
VELVET ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Davina Kristie Wijaya
 Student Number : 2274130010001
 Exam Day & Date : Selasa, 24 Februari 2026
 Lecture : Gilbert Yanuar Hadiwirawan, A.Md.Par.
 (19900101 1701 041)

No	Correction List	Page	Approval
	<i>Seperti ini</i>		

Acknowledge,
 Advisor



Elma Sulistiya, S.TP., M.Sc.
 19970916 2302 087

Appendix 8. Certificate Completion



RECAPTULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Davina Kristie Wijaya

Study Program : D3

Placement of Industrial Training : Four Seasons New Orleans

Field of Work (Nov 2024 – Nov 2025) : Chemin A’la Mer (Dinner Shift)

Activity Notes : Month
I/II/III/IV/V/VI/VII/VIII/IX/X/XI/XII

Week	Description of Activities
I Month (week 1-2)	The first two weeks, I was training in the garde manger station. I learn about the menu and how to make the salads. They also teach me how to work properly as a line cook, which includes how to read the tickets, how to manage time, how to prepare the station, and how to communicate with others station.
I – II Month (week 3 – 5)	This week is Christmas and New Year's week, so we are preparing for 250 to 300 guests. - Set up Station, including changing all the pans - Check all the ingredients and sauces - Prep Herb and refill sauce if needed - Make sure you have enough ingredients for service - Closing Station, including refilling all the sauces, changing all the cutting boards, and mixing bowls - Sweep and mop three walking coolers - Fill the prep list and protein board - Make sure overnight cru have anything that they need - Check out with the CDP or Sous chef who is closing that day
II Month (week 6)	This week, I am training in the fry oven station. This station is more complex than the garde manger station because it offers a wide range of menu options for room dining. This week, I learned how to set up the station, including both the menu for the restaurant and room dining, how to clean the deep fryer, and how to clean the combi oven.

II – IV Month (week 7- 13)	- Set up the station, make sure we have all the stuff for service, such as fries, wings, tender, burger, etc - Make sure all the sauce is in good condition - Prep for backup like portioning pasta, slicing burger bun, slicing crostini, etc - Closing time - Check all the backup fries, wings, tenders, etc. Refill it if the over night cru needed. - Filter and change the oil inside the fry - Turn of sand and clean the combo ovens. - Do the Prep list and protein board - Check out with the chef
IV Month (week 14)	This week I'm training in the saute station. I learns how to make dirty rice and beurre blanc, how to plate the dish, how to manage tickets if it's busy, how to clear up the station, and how to handle the fish. I also learn how to store a raw fish properly.
IV – VI Month (week 15 – 22)	- Set up Station - Prepping for dinner service, such as making dirty rice, buerre blanc sauce, and heating gumbo - Pick crab for service, portion pasta, and take backup protein from the commisary cooler. - Make some amuse-bouche - Make dishes during service hour depend on the order. - During the closing time, we need to change all the herb pants, wrap them, and keep walking cooler - Wash all the squid bottle lids, wrap them, and keep them in a walking cooler - Vacuum seal all the leftover protein - Drain and put some ice in the fish branch. - Do the prep list and protein board - Check out with the chef
VI – VII Month (week 23 – 26)	In this period, they scheduled me in three stations, which are garde manger, fry oven, and sautee. It depends on which station is needed. Usually, the chef will put me in the saute station during the weekend or on a busy day. 1. Garde manger shift: - Set up Station, including changing all the pans - Check all the ingredients and sauces - Prep Herb and refill sauce if needed - Make sure you have enough ingredients for service - Closing Station, including refilling all the sauces, changing all the cutting boards, and mixing bowls

	- Sweep and mop three walking coolers - Fill the prep list and protein board - Make sure overnight cru have anything that they need - Check out with the CDP or Sous chef who is closing that day 2. Fry oven shift: - Set up the station, make sure we have all the stuff for service, such as fries, wings, tender, burger, etc - Make sure all the sauce is in good condition - Prep for backup like portioning pasta, slicing burger bun, slicing crostini, towing pasta sauces. - Closing time - Check all the backup fries, wings, tenders, etc. Refill it if the over night cru needed. - Filter and change the oil inside the fry - Turn of sand and clean the combo ovens. - Do the Prep list and protein board - Check out with the chef 3. Saute shift: - Set up Station - Prepping for dinner service, such as making dirty rice, buerre blanc sauce, and heating gumbo - Pick crab for service, portion pasta, and take backup protein from the commissary cooler. - Make some amuse-bouche - Make dishes during service hour depend on the order. - During the closing time, we need to change all the herb pants, wrap them, and keep walking cooler - Wash all the squid bottle lids, wrap them, and keep them in a walking cooler - Vacuum seal all the leftover protein - Drain and put some ice in the fish branch. - Do the prep list and protein board - Check out with the chef If the restaurant is quiet, the chef will usually ask us to clean the dish rack, do a deep cleaning of the kitchen walk-in cooler, or ask for our help to do a project they are working on.
VII – VIII Month (week 27 – 29)	This week, I attended a training session at the grill station. They taught me how to properly cook a steak, how long it takes to achieve a certain doneness, how to handle a busy grill station, and how to clean it to standard standards.

VIII – IX Month (week 30 – 34)	During these weeks, I work either in the grill station or the saute station. It depends on where the chef schedules me. 1. Grill station: - Set up Station - Make sure you have all the steak and other items for service - Make mash potato - Dinner service - Closing time - Change all the pans, wrap them, and store them in the alking cooler - Wash all the squid bottle lids, wrap them, and put them inside the walking cooler. - Vacuum shield all the protein left over. - Turn off all the ovens, grills, and salamanders. - throw away dirty oil - Do the prep list and protein board - check out with the chef 2. Saute station: - Set up Station - Prepping for dinner service, such as making dirty rice, buerre blanc sauce, and heating gumbo - Pick crab for service, portion pasta, and take backup protein from the commisary cooler. - Make some amuse-bouche - Make dishes during service hour depend on the order. - During the closing time, we need to change all the herb pants, wrap them, and keep walking cooler - Wash all the squid bottle lids, wrap them, and keep them in a walking cooler - Vacuum seal all the leftover protein - Drain and put some ice in the fish branch. - Do the prep list and protein board - Check out with the chef
IX – XI Month (week 35 – 43)	Since I could handle all the stations, I was assigned to the available stations. I was assigned to a different station each day, depending on their needs. However, on busy weekends, I was usually assigned to the sauté or fry oven stations.

XI – XII Month (week 44 – 48)	Help any other station include prepping and service hours. - Help maintain the expo during service hours - Clean up the expo, like wash the sauce bottle, wrap the oil for garnish, and put the allergies ticket in the folder. - Help other cooks with closing and help the chef to make sure the station is clean and tidy.
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