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APPENDIX



Internship Appraisal Form



INTERNSHIP

PLACE: The Westin and Four point Surabaya

First Name Lauren Last Name Marcella. Ow.

Review Period/s :  Monthly  Quarterly  Bi-annually  Annually Date Joining : \_\_\_\_\_

Intern's Position : \_\_\_\_\_ Department : Pastry

REVIEW DATE : 20 June 2022 Direct Supervisor : Sapto Wibowo. x

**GRADING FACTORS**

**1. ORGANIZATIONAL & COMMUNICATION**

**Staffs Relations**

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

38

**Team Player**

Cooperates and works well with others. Enthusiastic, portrays a positive manner and Works toward the Company's goal/s.

37

**Follow -Through**

Sees tasks through completion. Finishes work so that next shift is prepared.

37

**2. CUSTOMERS INTERACTIONS**

**Customer Relations (\*if any)**


Consistently demonstrates: attentive, courteous and efficient service to customers.  
Treat customers with Considerations and Respects

36


<b>3. PERSONAL PRESENTATIONS</b>	
<b>Grooming Standards</b>	
Practices and displays proper grooming, personal hygiene and care.	37
Maintains hair and facial hair (*if any) per proper F&B industrial standards	
<b>Uniforms</b>	
Always wear the proper and designated uniform.	37
<b>4. ON THE JOB &amp; KNOWLEDGE</b>	
<b>Dependability</b>	
Can be counted upon to do what is expected and required	36
Follow instructions and completes work on time with minimum supervision	
<b>Work Quality</b>	
Work performed according to Chef's standard and on-site work requirements	36
All job descriptions specification are met. Consistency in work. All recipes are followed	
<b>Work Quantity</b>	
Complete the expected amount of work in relation to Company's standards	37
<b>Grading Guidelines.</b>	
<b>Using the 4 point scale below, fill up the following table:</b>	
<ul style="list-style-type: none"> <li>• 4 - Exceeds expectations</li> <li>• 3.5 - Somewhat Exceeds Expectations</li> <li>• 3 - Meets expectations</li> <li>• 2.5 - Somewhat meets expectations</li> <li>• 2 - Less than expectations</li> <li>• 1.5 - Somewhat less than expectations</li> <li>• 1 - Inadequately short of expectations</li> </ul>	

**III. SIGNATURES**

**On-Site Manager/Owner/Chef**

Signature & Stamp:  Dated 20 June 2022

**The Intern**

Signature:  Dated 20 June 2022

**OTTIMMO International MasterGourmet Academy**

Signature & Stamp:  Dated 19 July 2022  
Dept. Head ~~Student~~ Affairs

**THE WESTIN**

SURABAYA

**FOUR  
POINTS**  
BY SHERATON  
Surabaya  
Pakuwon Indah

The Westin Surabaya & Four Points by Sheraton Surabaya, Pakuwon Indah  
Takes great pleasure in awarding this

*Certificate of Completion*

To

*Lauren Marcella*

Ottimmo International Mastergourmet Academy

In recognition of successful completion of  
**On The Job Training at Culinary Pastry**  
Period of 20 December 2021 to 19 June 2022



**Uci Suciati**

Complex Director of Human Resources



**Tyo Setyobudi**

Complex Director of Learning and Development





Academi Kuliner & Pastry  
**OTTIMO**  
 INTERNASIONAL  
STUDENT WITH AMBITION AND PASSION

**CONSULTATION FORM /  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP**

No	Date	Topic Consultation	Name/ Signature
1	22/06	CONSULTATION part 1	
2	25/06	CONSULTATION part 1 revision	
3	28/06	CONSULTATION part 2	
4	29/06	revision part 2	
5	3/07	CONSULTATION part 3	
6	4/07	revision part 3	

Name : Layan Margella, Q.U.  
 Student Number : 1924130010039  
 Advisor : Ryan Yessenia Spandak.

No	Date	Topic Consultation	Name/ Signature
7	6/07	CONSULTATION Table of content	
8	07/07	CONSULTATION List of previous pages	
9	10/07	CONSULTATION Trainer activities.	
10	21/07	CONSULTATION part IV	



Akademi Kuliner & Patiseri  
**OTTIMMO**  
INTERNASIONAL  
CULINARY ARTS - GASTRONOMY BAKING & PASTRY ARTS

Student Name : Lauren Marcella Ongkowijaya (OFFLINE)  
Student Number : 1974130010039  
Exam Day & Date : Rabu, 12 Oktober 2022  
Lecture : Hilda Tjahjani Iskandar, S.E., Ak., C.A., M.M.  
(19691029 2002 072)

No	Correction List	Page	Approval
1	Pemetaan huruf besar "six pillar"	14	
2	Spell check ell, for example "Hysine"	33	

Acknowledge,  
Advisor

(Ryan Yeremia Iskandar, SS)  
19821218 1601 023





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# OTTIMMO

## INTERNASIONAL

CULINARY ARTS - GASTRONOMY - BAKING &amp; PASTRY ARTS

Student Name : Lauren Marcella Ongkowijaya (OFFLINE)  
 Student Number : 1974130010039  
 Exam Day & Date : Rabu, 12 Oktober 2022  
 Lecture : Dahlia Elianarni, S.T.P., M.Sc  
 (19970510 2203 015)

No	Correction List	Page	Approval
1.	Room bisa dijadikan sub - sub - bab misal : 2.5 .1 .		
2.	Penulisan sqm diganti simbol .		
3.	Penulisan am - pm diperbaiki		
4.	Personal hygiene & grooming dijelaskan dalam paragraf .	33	
5.	Penerimaan bahan batu & penyimpanan bisa dijelaskan di sub bab baru 2.8		

Acknowledge,  
Advisor

(Ryan Yeremia Iskandar, SS)  
19821218 1601 023



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INTERNASIONAL

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(19821218 1601 023)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Ryan Yeremia Iskandar, SS)  
19821218 1601 023

**PHOTO CREW MEMBER**





