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APPENDIX

Appendix 1. Appraisal Form

Internship Appraisal Form



INTERNSHIP

PLACE: The Westin Surabaya Hotel

First Name Evania Last Name Christin

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

: 5 January 2023

Intern's Position : Trainee Department : Westin Kitchen Magnolia

REVIEW DATE : 12 June 2023 Direct Supervisor : Sahrul Anwar x

GRADING FACTORS

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.

3.5

2. CUSTOMERS INTERACTIONS

Customer Relations (*if any)

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

4

Appendix 2. Appraisal Form

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

3.5

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

Work Quantity

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

3.5

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

Appendix 3. Appraisal Form

Discussions/Notes;

- Thanks to Evania Great Job and always doing Best
Small thing need to improve need more Motivation.

PERFORMANCE SUMMARY * to be filled by OTTIMO International

TOTAL POINTS _____

RATING _____

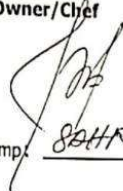
ACTION PLANS FOR DEVELOPMENT NEEDS

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

Appendix 4. Appraisal Form

III. SIGNATURES

On-Site Manager/Owner/Chief

Signature & Stamp:  SARAH ANWAR Dated 12 June 2023

The Intern

Signature:  Evania Christin Dated 12 June 2023

OTTIMMO International MasterGourmet Academy

Signature & Stamp:  P. H. Dated 30/8/2023
Dept. Head Student Affairs

Appendix 5. Correction List

22 Aug 2023



Student Name : Evania Christin
Student Number : 2074130010007
Exam Day & Date : Selasa 22 Aug 2023
Lecture : Anthony Sucipto, A.Md. Par.
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledgc,
Advisor

(Heni Adhianata, S.T.P., M.Sc.)
19900013 1402 016

Appendix 6. Correction List

22 Aug 2023 / 10.30 - 10.30



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

Student Name : Evania Christin
Student Number : 2074130010007
Exam Day & Date : Selasa, 22 Aug 2023
Lecture : Jessica Hartan, A.Md. Par.
(19940923 2201 084)

No	Correction List	Page	Approval
1	Check all notes in the report	All	

Acknowledge,
Advisor

(Heni Adhianata, S.T.P., M.Sc.)
19900613 1402 016

Appendix 7. Correction List

22 Aug 2023 10:00 AM



Akademi Kuliner & Patiseri

OTTIMMO
INTERNASIONAL

CULINARY ARTS - GASTRONOMY - BAKING & PASTRY ARTS

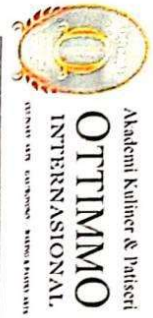
Student Name : Evania Christin
Student Number : 2074130010007
Exam Day & Date : Selasa, 22 Aug 2023
Lecture : Heni Adhianata, S.T.P., M.Sc.
(19900613 1402 016)

No	Correction List	Page	Approval
	Cek note		<i>Ace</i>

Acknowledge,
Advisor

(Heni Adhianata, S.T.P., M.Sc.)
19900613 1402 016

Appendix 8. Consultation Form



CONSULTATION FORM INDUSTRIAL TRAINING / FOODPRENEURSHIP

Name : Erianta Christin
 Student Number : 2074130010007
 Advisor : Heni Adhianata

No	Date	Topic Consultation	Name/ Signature
1	2/8/23	Chapter 1	<i>[Signature]</i>
2	2/8/23	Problems	<i>[Signature]</i>
3	15/8/23	Kitchen Brigade	<i>[Signature]</i>
4	15/8/23	Hygiene	<i>[Signature]</i>
5	15/8/23	Internship Activities	<i>[Signature]</i>
6	15/8/23	Report Content	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
7	20/8/23	Revision	<i>[Signature]</i>
8	20/8/23	Conclusion	<i>[Signature]</i>
9	20/8/23	Problems & Solution	<i>[Signature]</i>
10	20/8/23	Facilities	<i>[Signature]</i>

Appendix 9. Internship Certificate

