

BIBLIOGRAPHY

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- Wade Witherspoon (2019). The Benefits of an Internship retrieved from <https://www.georgefox.edu/bruin-blog/posts/2022/benefits-of-internship-blog/index.html>

APPENDIX

Internship Appraisal Form



AKADEMI KULINER & PATISERI
OTTIMMO[®]
INTERNASIONAL
FLAVOR ARTS, GASTRONOMY, BAKING & PASTRY ARTS

INTERNSHIP

PLACE: Three Mates Deli

First Name: Utmar Last Name: Nadzem

Review Period/s: Monthly Quarterly Bi-annually Annually Date Joining
: 28 Desember 2022

Intern's Position: Cook Department: _____

REVIEW DATE: 6 July 2023 Direct Supervisor: Jennifer

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.

4

2. CUSTOMERS INTERACTIONS

Customer Relations (*if any)

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

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

3

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

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

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;

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____

2. _____


3. _____

4. _____

5. _____


III. SIGNATURES

On-Site Manager/Owner/Chef

Signature & Stamp: 
(Jennifer)

Dated 6 July 2023

The Intern

Signature: 
omar

Dated 8 July 2023

OTTIMMO International Master Gourmet Academy

Signature & Stamp: 
Robby
Dept. Head Student Affairs

Dated 2/08/2023



Akademi Kuliner & Pastry
OTTIMMO
 INTERNASIONAL
RESEARCH • DESIGN • TRAINING • MARKETING

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

Name : Onar Nadeen
 Student Number : 20791300002
 Advisor : Ryan Veremia

No	Date	Topic Consultation	Name/Signature
	2/5	Paper Review	
	3/05	Chapter I review	
	10/05	Chapter II Paper	
	13/05	Chapter III Paper Review	
	15/05	Chapter IV Paper Review	

No	Date	Topic Consultation	Name/Signature
	12/06	SOP Review	
	13/06	Product Code Review	
	17/06	Contented Review	
	22/06	Grammar Review	
	02/07-2025	Final Review	



Team photo

CERTIFICATE

OF COMPLETION

THIS CERTIFICATE IS AWARDED TO

OMAR NADEEM

FOR COMPLETING AN INTERNSHIP PROGRAM AT
THREE MATES DELI FROM JANUARY - JULY 2023

SURABAYA, 20 JULY 2023

THREE MATES
JENNIFER

CO-OWNER