

## **BIBLIOGRAPHY**

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## APPENDIX



Thailand Promotion



Pavilion Team

# Internship Appraisal Form



AKADEMI KULINER & PATISERI  
**OTTIMMO**<sup>®</sup>  
INTERNASIONAL  
CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

## INTERNSHIP

PLACE: Pavilion Restaurant at JW Marriott Hotel Surabaya

First Name Shihatul Last Name Mufarohah

Review Period/s :  Monthly  Quarterly  Bi-annualy  Annually Date Joining  
12 January 2023

Intern's Position : Comms Department : Food and Beverage

REVIEW DATE : 5 July 2023 Direct Supervisor : Chef Sumarjif \*

### GRADING FACTORS

#### 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.

3

##### Follow -Through

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

3

#### 2. CUSTOMERS INTERACTIONS

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

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

2,5

Appraisal

**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.

3.5

**4. ON THE JOB & KNOWLEDGE**

**Dependability**

Can be counted upon to do what is expected and required

3

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

3

**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

Appraisal

**Discussions/Notes;**

- Harus lebih ramah dan Team
- Lebih fokus diin bekerja.
- Tetap semangat

**PERFORMANCE SUMMARY** \* to be filled by OTTIMMO International

TOTAL POINTS \_\_\_\_\_

RATING \_\_\_\_\_


**ACTION PLANS FOR DEVELOPMENT NEEDS**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_


Appraisal

**III. SIGNATURES**

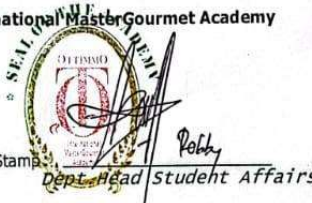
**On-Site Manager/Owner/Chef**

Signature & Stamp:  Dated 05 / 07 / 23

**The Intern**

Signature:  Dated 05 / 07 / 23

**OTTIMMO International Master Gourmet Academy**

Signature & Stamp:  Dated 31 / 07 / 23  
Dept. Head Student Affairs

Appraisal



Akademi Kuliner & Pastry  
**OTTIMO**  
 INTERNATIONAL  
OTIMAR ARI - COOKING - BAKING - PAstry ART

**CONSULTATION FORM  
 INDUSTRIAL TRAINING /  
 FOODPRENEURSHIP**

Name : Agilrahul Nurfaridha  
 Student Number : 2021142011058  
 Advisor : Yohanna Pradho, S, M, A.Md, Pa

No	Date	Topic Consultation	Name/ Signature
1	13/03	average Occupancy rate	<i>[Signature]</i>
2	13/03	ketukan Mekanefi	<i>[Signature]</i>
3	13/03	Personal hygiene	<i>[Signature]</i>
4	13/03	font size	<i>[Signature]</i>
5	13/03	Problem and solution	<i>[Signature]</i>

No	Date	Topic Consultation	Name/ Signature
6	13/3	suggestion, general (to let of flow)	<i>[Signature]</i>
7	13/3	Bibliography	<i>[Signature]</i>
8	13/3	Picture Descriptions	<i>[Signature]</i>
9	13/3	font size	<i>[Signature]</i>
10	13/3	font size	<i>[Signature]</i>

Consultation Form



Certificate





**JW MARRIOTT**  
SURABAYA

## Certificate of Accomplishment

This is to certify that

***Shihatul Mufarohah***

Ottimmo International Surabaya  
*has successfully completed*  
*On The Job Training*

**FB Culinary**

09 January 2023 – 09 July 2023

Dani Suminar Sari  
HR & Training Manager

Rio Abednego  
Executive Sous Chef




Certificate



Student Name : Shihatul Mufarohah  
Student Number : 2074130010058  
Exam Day & Date : Selasa, 19 Sep 2023  
Lecture : Yohana Prasetyo, S.Sn., A.Md. Par.  
(19881018 1701 044)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

  
(Yohana Prasetyo, S.Sn., A.Md. Par.)  
19881018 1701 044

Correction List



Student Name : Shihatul Mufarohah  
 Student Number : 2074130010058  
 Exam Day & Date : Selasa, 19 Sep 2023  
 Lecture : Elma SulisElma Sulistiya, S.TP., M.Sc  
 (19970916 2203 017)

No	Correction List	Page	Approval
	Lihat bagian <del>kesimpulan</del> kesimpulan di Laporan		<i>Zul</i>

Acknowledge,  
 Advisor

(Yohana Prasetio, S.Sn., A.Md. Par.)  
 19881018 1701 044

Correction List



Student Name : Shihatul Mufarohah  
Student Number : 2074130010058  
Exam Day & Date : Selasa, 19 Sep 2023  
Lecture : Gilbert Yanuar Hadiwirawan, A.Md. Par.  
(19900101 1701 041)

No	Correction List	Page	Approval

Acknowledge,  
Advisor

(Yohana Prasetio, S.Sn., A.Md. Par.)  
19881018 1701 044

Correction List