

Culinary Arts, Baking & Hospitality Students **“Work Experience” Management and Reporting Procedures**

Points of Contact

- Career/Internship Advisement:
Faculty/Academic Advisors
Career Services Coordinator
- Access to Information about Prospective Internship Sites
Career Services Coordinator (Career Central)
Faculty/Academic Advisors
- Internship Reporting/Employment Verification
Academic Advisors
Sandy Brown (Record Keeping and Reporting)
Registrar’s Office (Registration and Transcript Management)

Flow of Information

1. Students are introduced to Work Experience requirements during first semester of freshman year. Information about Work Experience Challenge Opportunities will also be reviewed. Students may challenge up to 50% of required work hours based on work experience completed prior to enrollment at PSC. The challenge application is subject to approval by the Department Chair.
2. Faculty/Advisors discuss career paths and prospective “Work Experience” opportunities with students during regular advisement sessions. Students will complete an “Intent to Complete Work Hours” Form during the advisement process. A copy of the form will be retained with the students’ academic files held by the advisor. The original copy will be submitted to Sandy Brown in the Faculty Office for retention in students’ “Work Experience” files. Advisors will also note students’ work experience intentions on Self-Service during the pre-registration process. Advisors should direct students to the Career Services Center for registration in Career Central and assistance with resume development and work experience searches. Note: Changes in student’s work experience plans should be updated during advisement sessions and submitted to Sandy Brown for record keeping purposes.
3. Prior to completion of second semester of first year, students will prepare a professional resume and electronically post on Career Central. This assignment will be reinforced by faculty and academic advisors during the second semester advisement process. Students should consult with Deb Dutcher at the Career Services Center and are encouraged to participate in Resume Workshops.
4. Upon completion of work hours, students will present a completed Work Experience Completion Form along with verification (pay stubs, time sheets, signed documentation from supervisor on company letterhead) of hours completed. Advisors will review documentation, sign off, and advise students to deliver documentation to Faculty Office for record keeping purposes. Original copies of documentation will be retained by Sandy Brown in individual student folders. Sandy will notify the Registrar’s Office of completed industry work hours (400 hours – Associate’s degree; 800 hours – Bachelor’s degree).