



Internship Program

THE CULINARY INSTITUTE OF AMERICA

Overview

Externships enable CIA students to develop their cooking or baking skills and knowledge they have acquired during the initial 30 weeks of instruction at the college. All associate degree candidates are required to complete an externship for six (6) academic credits.

Concentrations of Student Interest

- Culinary
- Baking
- Research & development
- Recipe development and/or testing

School's Internship Requirements (length, start/end dates, work environment, etc.)

18 weeks and 600 hours, 80% of which must be spent working with food products. Dates are determined by student's academic schedule. CIA sends externs into the field every three weeks all year long.

Student Selection Requirements

Per hiring chef/manager at each separate location.

Student Responsibilities During/After Internship

Complete work assignments as directed. Complete written CIA Externship Manual assignments on a regular basis. Return to campus with completed manual ready for grading by CIA faculty member.

Employer Responsibilities During/After Internship

Provide ongoing feedback, mentoring, etc. Provide signatures on each of the Externship Manual assignments. Provide mid-term and final evaluations which are worth 50% of extern's final grade. Employer is required to assign tasks that can be completed within 18 weeks so that the student can return to campus according to his/her academic schedule.

Internship Structure

Externships are typically paid work experiences of 18 weeks and 600 hours minimum duration. Students seek placement at approved sites by reviewing materials placed on file with CIA Career Services. The externship site is expected to provide a structured experience where the student spends 80% of the Externship in a production environment with supervision. Students are not placed by the office; they are required to apply for and secure placement on their own. Career Services assists employers and students with the process.

Housing

Not required, but any assistance HR or others can provide regarding suitable locations, landlords, etc would be very helpful.

Compensation

Not required, but highly desirable. Very few CIA externship sites are unpaid. Employer determines pay rate and other benefits (uniforms, travel allowance, employee discounts, etc.)

Contact Information (for assistance in designing your internship and soliciting internship candidates)

Chet Koulik, Director of Career Services
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