



Dear On-site Supervisor:

The Academy of Culinary Arts requires student to work a 400-Hour Cooperative Education assignment after completion of the 10 culinary blocks or two semesters of schooling. If the student is to receive Co-op work credits, you must agree to the following terms:

1. Agree to work with the students to develop realistic objectives for their Co-op and sign-off on the attached sheet to be turned in as part of their Co-op package.
2. Agree to talk to a Culinary Educator regarding the student's performance during a site visitation. If a site visit is not possible due to location (out of state/country), the discussion may take place via telephone.
 - a. It is the student's responsibility to make suitable arrangements to have their Culinary Educator visit your operations and consult with you to complete the Supervisor Evaluation form.
 - b. If the performance review cannot be accomplished in person (out of state/country), the form can be faxed or mailed for completion and then returned.
3. Agree to provide a work environment that fosters a college level learning experience. The experience should allow the student hat opportunity to work in at least 2 different stations that provide a variety of culinary skills.
4. Comply with the rules and regulations regarding the Co-op Program, college policy and applicable federal and state regulations.

This partnership agreement is designed to enhance the learning experience for the student. It allows them to improve their culinary and interpersonal skills in a work environment. Employment beyond the 400-hour requirement is at the discretion of the employer based on the employee's performance. This experience will help them to develop into employees who are eager to learn, willing to apply new skills, motivated, responsible, and dedicated to their career.

After you have reviewed the above information, sign below and keep the top copy for your records, the second copy should be returned to the student to submit as part of their Co-op package. If you have any questions regarding the Co-operative Education Program, please call Eric Stewart, Program Officer at 609-343-5085. Thank you for participating in this partnership.

Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

Culinary Educator Signature: _____ Date: _____