

INTERNSHIP POLICY



Internship is a short-term work experience under the supervision of expertise (Chef/Cook) which helps the student in career building. Pacific Hospitality and Culinary Academy (PHCA) arranges internship opportunity for each and every student enrolled. Student must sign and return this internship policy in order to start the internship program

Obligatory terms and conditions:

- Student must maintain personal grooming.
- Student must follow the organizational rules and regulations of the internship provider.
- Any incident during internship period must be reported to the school administration.
- Student shall always submit internship logbook on time.
- Student has to maintain at least one minute fortnightly and submit it to the college by email or college visit at the end of the month. Therefore, 2 minutes a month and 12 minutes in 6 months with the signature of the supervisor.
- The certificate will be issued only after receiving complete minutes from the students.
- Delays and unnecessary vacations during internship period will not be entertained.
- Once a student enrolls internship, He/she is not allowed to stop internship before designated time. (PHCA can consider if situation is severe).
- A student does not have facility to choose internship venue.
- Once a student is terminated from one place, it is impossible to provide another internship venue (If termination is due to discrimination, violence and abusive behavior, from both student and internship provider PHCA will proceed legal action).
- A students must pay all due amount to PHCA before starting internship.
- PHCA will provide all support and guidance in order to complete internship successfully.
- Internship supervisor from PHCA will visit each intern in internship venue once in a month and the student's Supervisor for the verification of the minutes and attendance record.

I hereby read and understand all the terms and conditions provided by PHCA.

Name