

# HOW TO BECOME AN INTERNSHIP SPONSOR

*We value the relationship between the school, our internship partners and our students. As a sponsor, you are entrusted with assisting in the educational process. To be considered as an Internship Sponsor, kindly submit the following:*

- Have at least two (2) years of operating history, though exceptions may be allowed.
- Completed Internship Sponsor Application
- Chef/Supervisor's name and biography or resume
- Menus and/or product lists, as well as press, media or marketing kit
- Provide a typical training outline or a lesson plan for the internship position

## THE CAREER SERVICES CENTER OF KENDALL COLLEGE

Kendall College 900 N. North Branch Chicago, IL 60622 www.kendall.edu

## APPLICATION FOR INTERNSHIP SPONSOR

Yes, I would like to hire and mentor a student intern from Kendall College!

### EMPLOYER INFORMATION

1.) Company Name

2.) Company Address

3.) Main Contact

4.) Title

5.) Phone Number

6.) E-mail address

Has your company or affiliates hired any Kendall student in the past? (circle one) Y / N

Is the main contact and/or internship supervisor a Kendall or Les Roches graduate? (circle one) Y / N

Please answer the following if your establishment is food & beverage related or has an attached restaurant:

Type of Cuisine Featured: \_\_\_\_\_

Type(s) of Meals Offered: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_ Banquet \_\_\_\_\_

Number of staff positions: Kitchen Staff \_\_\_\_\_ Front of the house: \_\_\_\_\_

How much of your menu is made from scratch/fresh food products? \_\_\_\_\_%

### DESCRIPTION OF INTERNSHIP OPPORTUNITY

Internship Position Title #1: \_\_\_\_\_

Approximate hours per week: \_\_\_\_\_

[Interns must complete a minimum of 400 hours of work for 3 months or 800 hours of work for 6 months]

Approximate length of internship:  3 months  6 months

When would you accept interns and how many?

- |  |                            |
|--|----------------------------|
| <input type="checkbox"/> Winter Quarter (Jan-March)  | Positions Available: _____ |
| <input type="checkbox"/> Spring Quarter (April-June) | Positions Available: _____ |
| <input type="checkbox"/> Summer Quarter (July-Sept)  | Positions Available: _____ |
| <input type="checkbox"/> Fall Quarter (Oct-Dec)      | Positions Available: _____ |

*Note: If multiple positions are available, please describe on a separate sheet of paper or attach a job description.*

Please provide a general description of the intern's duties *[Or attach a job description for each position]:*

---

---

---

---

---

---

---

Please describe the training that will be provided *[Or attach a program overview if available for each position]:*

---

---

---

---

---

---

---

### **COMPENSATION INFORMATION**

Pay Rate: \$\_\_\_\_\_ per hour/week/month (circle one)

For out of state internships, will housing be made available? (circle one) Y / N

If yes, is there a cost per month charged to the student? \_\_\_\_\_

Please describe other forms of compensation/benefits:

---

---

### **APPLICATION METHOD AND DEADLINES**

Please indicate the application date or month that students should apply by.

For winter internship, application deadline is: \_\_\_\_\_

For spring internship, application deadline is: \_\_\_\_\_

For summer internship, application deadline is: \_\_\_\_\_

For fall internship, application deadline is: \_\_\_\_\_

Please indicate the manner in which students should apply.

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

On-Line Application: \_\_\_\_\_

Other: \_\_\_\_\_

### **ADDITIONAL INFORMATION NEEDED**

Please submit the completed Internship Application with the following information:

- A weekly or monthly breakdown and description of the internship training schedule program
- Supervisor/Chef's biography or résumé – For restaurants/F&B organization
- Menus and/or product lists
- Sales collateral, marketing material or media kit

*Please mail all information and materials to:*

### **KENDALL COLLEGE**

900 N. North Branch Street, Chicago, IL 60622, Attn: Career Services Center

Or fax to: 312-752-2177 or 312-752-2269

*Upon receipt of all materials, the Career Services Center will promptly review them to ensure that our students work in a safe learning environment that will provide them with a quality practical experience. All internship positions will be posted on Kendall's Career Connections (On-Line Posting System).*