

Student Name: _____ **PDS Instructor:** _____

Career Svcs Advisor: _____ **Externship Advisor:** _____

**PROFESSIONAL DEVELOPMENT SEMINAR EXT 280
CULINARY PDS CHECKLIST**

TASK	WEEK DUE	SIGNATURE	DATE	COMMENTS
Intro to PDS & Externship	0			Completed in INTL
Career Services Exit Interview Form	0			Completed in INTL
Make Appointment with Career Services Advisor, Sign-up for CS Resume Workshop	1			Career Services
Meet with PDS Instructor	1			PDS Instructor
Attend Career Service Resume Workshop	1 – 3			Career Services
Resume and Cover Letter – Final	3			PDS Instructor
List 5 Places You'd Like to Work	3			PDS Instructor
Career Portfolio	4-10			PDS Instructor
Post Resume on Internet	4			PDS Instructor
List 3 Professional Organizations	4			PDS Instructor
Career Services Advisor Appointment	4-6			Career Services
Externship Paperwork Review	above			Career Services
Meet with Externship Advisor	4-5			Career Services
Online Job Fair	4/GG			Career Services
List 3 Places You Applied to Work	5			PDS Instructor
List of Places Where You Interviewed	6			PDS Instructor
Meet with PDS Instructor – check-in	6			PDS Instructor
Success Seminar #1 and Success Seminar # 2	6 - 8			Seminar Name
-----OR OPTIONAL -----	6 - 8			Seminar Name
ACF STUDENT APPLICATOIN Welcome Letter or Membership Number is needed for verification	6 - 8			See an ACF Coordinator; Names Listed on FAQ Sheet
//CA 271 Final/Practical with Passing Grade	6 - 8			/ CA 271 Instructor
Externship Site Agreement	9			Externship Instructor
Grad Coat Measurement	GG			Grad Gala
Grad Photo (optional)	GG			Grad Gala
Commencement Ceremony Information	GG			Grad Gala
Student Accounts Exit Interview	8			East Campus/GG
Financial Aid Exit Interview	9			East Campus/GG
Registrar's Office Exit Interview	10			East Campus/GG
CSCA School Evaluation	11			PDS Instructor
PDS Checklist	12			PDS Instructor

CHECK IN WITH PDS INSTRUCTOR EVERY WEDNESDAY

GRAD GALA: Friday Week 4 in LRC 10am-6pm