

FAQs **GHL 2160** **HOSPITALITY INTERNSHIP**

WHAT IS AN INTERNSHIP?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and give employers the opportunity to guide and evaluate talent.

WHEN CAN I COMPLETE AN INTERNSHIP?

Students can complete an internship at any class level, during any academic term, including the fall semester, spring semester or summer term. It is recommended that you begin your internship search the semester before your desired placement.

WHEN SHOULD I START LOOKING FOR AN INTERNSHIP?

Most employers begin recruiting one semester ahead (ex. employers will hire at the beginning of the fall semester for a spring internship). Some employers (particularly large companies) with competitive internship programs start hiring interns up to 9 months in advance.

WHAT TYPE OF WORK SHOULD I COMPLETE FOR THIS REQUIREMENT?

All work must be done in a segment of the hospitality industry. The purpose of this requirement is to enhance your ability to obtain a position in your desired field. Your work should be consistent with your career goals.

What type of role(s) are acceptable to satisfy internship hours?

- Hotels/Resorts
- Golf/Country Clubs
- Restaurants
- Event Planning
- Kitchen/Culinary
- Catering/Banquets
- Theme Park
- Tour Groups
- Casinos
- Travel Agency
- Cruise Lines
- Beverage Sales & Distribution Company

Where can I find an internship?

To find the appropriate internship for you, utilize the resources available to you, including:

- Hire Hilton College
- Faculty/Staff
- Career Development Office
- Student organizations
- Job search engines
- Company websites
- Social media
- On-campus networking events

HOW MANY HOURS MUST I COMPLETE FOR THE INTERNSHIP COURSE?

As part of the Hilton College degree plan, all undergraduate students are required to complete a 300-hour internship in the hospitality industry. Hours completed as part of any other academic requirement cannot be applied to this, including Beverage Management & Marketing Internship course.

Please note: If you currently hold a supervisory or lead position within your organization, these hours can be used in place of an internship.

WHAT DOCUMENTATION IS REQUIRED TO VERIFY MY INTERNSHIP?

You will be required to submit copies of your paystub(s) to show proof of hours worked.

*If your employer does not use a payroll system, please contact the Internship Coordinator to discuss alternative options.

WHEN DO I SUBMIT TO MY INTERNSHIP HOURS FOR THE COURSE?

You will submit your work hours once you are enrolled in the Hospitality Internship (GHL 2160) course.

CAN I USE MY STUDENT ORGANIZATION/CLUB EXPERIENCE AS INTERNSHIP HOURS?

No. Although student organizations/clubs provide valuable experience that can be added to your resume, the internship must include supervision from an experienced professional at an established company or organization.

CAN I USE MY FULL-TIME/PART-TIME JOB AS INTERNSHIP HOURS?

All students are strongly encouraged to find an internship position within their career field of interest. Ideally, this position will be a new opportunity for the student in order to enhance their resume and network and gain a greater learning experience. However, if you can utilize a different department within your current employer to fulfill the internship requirements, then you may use the position to satisfy the hours. This arrangement must be discussed and approved by the Internship Coordinator prior to enrolling into the course.

Do I have to be enrolled in the course while working my internship?

No. You may complete your internship hours prior to enrolling in the course. It is recommended that you accumulate all 300 required hours prior to enrolling in the course. The internship MUST have occurred while enrolled as a Hilton College student.

WILL THE INSTRUCTOR FIND ME AN INTERNSHIP ONCE I ENROLL IN THE COURSE?

No. Because the internship search and application process is an essential part of the learning experience, obtaining an internship is the responsibility of the student. You may contact the Career Development Office to assist you with your internship search.

ARE THERE ANY ADDITIONAL ASSIGNMENTS FOR THE COURSE?

Yes. In addition to your work hours, there are assignments you will be required to complete. You will receive more information once enrolled in the course.

GET YOUR INTERNSHIP APPROVED FOR GHL 2160!



bit.ly/HCIternshipApprovalForm