

Training in the Hospitality Industry

CIEE INTERNSHIP USA & PROFESSIONAL CAREER TRAINING USA

For an international Intern/Trainee with an educational or professional background in hospitality, an internship with a fine American hotel or restaurant will provide you with valuable international experience and new skills for your future. Please see below for CIEE's specific guidelines and requirements for hospitality training programs:

CIEE requires that Host Organizations have broad enough operations to facilitate a comprehensive training in the hospitality field including rotation through different roles in different departments, depending on duration of the training. We typically find that hotels with at least a three-star/three-diamond rating as determined by AAA and/or Mobil Travel meet these requirements, although not in every case. In addition, some properties without this rating may also be appropriate for hospitality trainings.

CIEE requires the following number of training phases based on the type and duration of training program:

	Intern: Hospitality*	Trainee: Hospitality**	Trainee: Hospitality Management***
	Number of Phases		
0 -3 months	1 +	1 +	1 +
3- 6 months	1 +	2 +	2 -3 +
6 -12 months	3 +	3 +	2 -3 +
Over 12 months	N/A	N/A	3 +

**Each phase in hospitality internships should not last more than six months, and a phase in housekeeping should not last more than six weeks.*

***Hospitality Trainees are limited to 12 months.*

****Please note that it is extremely rare for CIEE to approve an application for a Hospitality Management Trainee for more than 12 months.*

HOSPITALITY MANAGEMENT TRAINING PLANS

Interns/Trainees are encouraged to learn about budgeting, marketing, management, and scheduling by shadowing and observing supervisors.

CIEE cannot accept hospitality training plans in which all phases are in Food & Beverage departments or in which there is a phase in a spa or valet service. Interns/Trainees must participate in **comprehensive rotations** through a **variety of departments**.

Training periods in **night auditing** and **security** must be limited in duration as part of a larger phase and be 100% supervised.

Hospitality management training plans should include less than 20% of the following activities:

- Waiting/busing tables
- Acting as a restaurant host
- Cleaning guest rooms
- Front desk or concierge operations

Hospitality Management Interns/Trainees cannot make decisions about hiring or firing and they should not be responsible for supervising, evaluating, or disciplining staff or other Interns/Trainees.

