

Hospitality/Tourism Industry Training

For an international Intern/Trainee with an educational or professional background in hospitality, an internship with a high-end American hotel will provide a valuable experience and new skills for the future.

All participants must receive a guaranteed stipend of at least \$1,500USD/month, regardless of the training program. We recommend considering living costs in your area and adjusting the stipend accordingly to make the program more sustainable for your participants.

Please see below CIEE's specific guidelines and requirements for hospitality training programs. CIEE reserves the right to deny any hotel property at its discretion.

HOTEL LOCATIONS

Hotels should be rated 4 stars or higher to be eligible to host through CIEE. If a hotel is rated lower than 4 stars, CIEE will conduct additional review to ensure that the property maintains a high standard of service and is able to facilitate comprehensive training, including rotations through various roles and departments.

A hotel that is rated lower than 4 stars must have 4 of the 6 amenities below to be considered eligible to host through CIEE.

1. **Table-Service Restaurant**
 - Availability of an on-site, table-service restaurant. Professional service and atmosphere
 - Restaurants must have a diverse menu with high-quality cuisine. A diverse menu often has seasonal offerings and/or chef's specials.
2. **Room Service**
 - Availability of 24/7 room service.
 - A comprehensive room service menu with a variety of meal options.
3. **Event Space**
 - Availability of event and banquet facilities for weddings, banquets, conferences, etc. Ballrooms, conference rooms, or outdoor venues must be available.
 - Professional event planning, catering, and support staff available.
4. **Concierge**
 - Concierge must provide professional and knowledgeable assistance with reservations, local information, and personalized services.
 - Concierge services must be distinct from front desk duties
5. **Spas**
 - This highlights the hotel's additional high-end services; however, please note that participants are not permitted to conduct any portion of their training plan in the spa.
6. **Suites, Villas, and other Specialty Room Options**

TRAINING PHASE REQUIREMENTS

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

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

Please note:

- Each phase in hospitality internships should not last more than 6 months.
- A phase in housekeeping should not last more than 6 weeks, with a maximum of 2 weeks cleaning/inspecting rooms.
- Hospitality Trainees are limited to 12 months on the program.
- Hospitality Management Trainee applications with more than 12 months in duration require additional details and approval and are approved on a case-by-case basis.

TRAINING PLAN QUALIFICATIONS FOR HOTEL PROPERTIES

Interns/Trainees must participate in **comprehensive rotations** through a **variety of departments**. Training plans must show growth and development of skills and show that participants are understanding how the tasks that they learn fit into the overall successful operation of the property. Interns/Trainees are encouraged to learn about budgeting, marketing, management, and scheduling by shadowing and observing supervisors to gain a broader understanding of the property and industry.

Training plans must include **less than 10%** of the following activities and they can **only** be included in training when it is needed in order to acquire/complete/comprehend higher level training:

- Busing tables, food running, bar backing, acting as a restaurant host
- Cleaning guest rooms
- Night audit/bookkeeping and overnight shifts
- Breaking down and setting up of events
- Serving (including room service) is only permitted over 10% if a training plan shows that serving tasks are necessary to progress to higher level skills/training.

CIEE cannot accept trainings of any length in the following departments:

- Spas/poolside
- Valley/bellhop
- Security, maintenance, general mutual labor
- Laundry services
- Bartending
- Fitness centers/gyms

HOSPITALITY MANAGEMENT

To qualify for hospitality management, **all** tasks must be focused on back-of-house activities like marketing, finance, or business operations. **No front-of-house operations permitted.**

Only programs that are made up entirely of these tasks may qualify for a duration beyond 12 months.