

# Internship Program

## Rooms Division

This program is designed for students that would like to get practical experience in Rooms Division operations. Students will be exposed to various positions in the Front Office and Housekeeping Departments of Dragon Hill Lodge, while gaining hands-on experience in all facets of Rooms Division operations. Upon successfully completing the program, students will be given certificates of completion and will also be awarded a merit point if students seek employment at DHL.

## Programs Outline

### Program 1: Front Office Operations (24 weeks)

Position	Schedule	Location	Evaluation
PBX (Operator)	4 weeks	Front Office	Interim evaluation by Supervisor
Delivery (Operator)	4 weeks	Front Office	Interim evaluation by Supervisor
Reservations	8 weeks	Front Office	Interim evaluation by Supervisor
Front Desk	8 weeks	Front Desk	Interim evaluation by Supervisor
	24 weeks		Final evaluation by Front office Manager

\* Students are required to submit 3-4 page reports summarizing what they learned during the internship and making any suggestions before the final evaluation.

### Program 2: Housekeeping (12 weeks)

Position	Schedule	Location	Evaluation
House Maids	2 weeks	Housekeeping	Interim evaluation by Supervisor
Public Attendants/ Banquet Set up	2 weeks	Housekeeping	Interim evaluation by Supervisor
Assistant Administrator	8 weeks	Housekeeping	Final evaluation by Housekeeping Manager

### Program 3: Front Office (16 weeks)

Position	Schedule	Location	Evaluation
PBX/Delivery	4 weeks	Front Office	Interim evaluation by Supervisor
Reservations	4 weeks	Front Office	Interim evaluation by

# Intern Program Template

**Lingsheng Yao**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name bar.

## Intern Program Template:

**Vault/Inroads Guide to Diversity Internship, Co-op and Entry-level Programs** ,2005 For minority law students or attorneys no factor is more important in deciding where to work than the quality of a firm s diversity program is central to their decision

**Alternatives Education Models--interim Findings from the Replication of Career Intern Program** ,1980 *Handbook for Research in Cooperative Education and Internships* Patricia L. Linn,Adam Howard,Eric Miller,2004 Provides cooperative education and internship professionals and researchers design carry out and disseminate quality research and evaluation studies Highlights key programs and shows how to demonstrate sound learning outcomes Publisher description

**The Career Intern Program** Richard A. Gibboney Associates,1977 **The Career Intern Program: An experiment in career education that worked** Richard A. Gibboney Associates,1977 [Vault/Seo Guide to Investment Bank Diversity Programs](#) ,2006-10-25 This annual Guide describes diversity programs at 50 major investment banks diversity internship and entry level programs or efforts profiles of diversity team members part time flex time options family leave policy quantitative information regarding diversity staffing levels and special programs or historical details *Department of Defense Appropriations for 2009* United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Defense,2009

**Vault/SEO Guide to Investment Bank Diversity Programs** Vault Editors,2005 This new Guide describes diversity programs at 50 major investment banks diversity internships a d entry level progrmas or efforts profiles of diversity team members part time flex time options family leave policy quantitive information regarding diversity staffing levels and special programs or historical details [Governor's Internship Program Policy and Procedure Manual](#) Minnesota. Governor's Internship Program,1972

**Collected Presentations** ,2002 *The Electronic Office* Rita Sloan Tilton,1996

**Journal of the American Veterinary Medical Association** American Veterinary Medical Association,2013 Vols for 1915 49 and 1956 include the Proceedings of the annual meeting of the association

*The 1992 Study of the American School Superintendency* Thomas E. Glass,Lars G. Bjork,C. Cryss Brunner,American Association of School Administrators,1992 A survey of school district superintendents sought to gather data on a number of characteristics and compare the data to studies conducted in 1971 and 1982 From a random sample of 2 536 superintendents stratified by district size usable survey responses were received from 1 724 for a return rate of 68 percent or 11 percent of all United States superintendents In the study sample of 1 724 superintendents only 115 are women and only 66 are minority The 1992 study includes data on the following 1 personal profiles of superintendents including gender age family status education and area of residence 2 relationships with board members including evaluation and terms of employment 3 characteristics of school districts including staffing hiring practices programming and size 4 selected community characteristics including their involvement and influence in district decision making 5 superintendents opinions on key problems and issues in education 6 issues surrounding the preparation of superintendents and professional development of practicing superintendents and 7

career patterns of superintendents Contains 91 references MLF      *A Guide to Practicum and Internship for School Counselors-in-training* Jeannine R. Studer,Joel F. Diambra,2010 School counseling is a rather specialized field yet students entering it do not have a single comprehensive resource to guide them through the process This text covers all aspects of the practicum and internship experience from the initial contact with your supervisor to detailed descriptions of each of the different roles you will have and will help you gain an understanding of the school culture and how to begin thinking about and developing your own philosophy of school counseling Specific topics covered include popular counseling theories used by school counselors working with special populations of students application of the ASCA ethical standards the administration of day to day tasks such as arranging an office space and managing your time and elements of the guidance curriculum including individual student planning responsive services and systemic support Each chapter contains activities case studies hypothetical situations and worksheets designed to facilitate your understanding of and role in the profession All material presented is consistent with both the CACREP accreditation standards and the American School Counseling Association s National Model R      *Vault Guide to Top Internships* Naomi Newman,2005 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions      **Vault Guide to Top Internships** ,2007      Annual Report North Pacific Marine Science Organization,2005      *Hospital Literature Index* ,1994      **Kaplan Yale Daily News Guide to Internships, 1998** Adele Scheele,Kalpana Srinivasan,1997 From the highly regarded team of student writers at the Yale Daily News comes an invaluable insider s guide to the internships that pay off with valuable experience networking connections and a direct line to the best jobs after graduation Diagrams      Government Executive ,2006

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