

Training in the Hospitality/Tourism Industry

CIEE INTERNSHIP USA & PROFESSIONAL CAREER TRAINING USA

For an international Intern/Trainee with an educational or professional background in hospitality or culinary arts, 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 hotel Host Organizations have broad operations to facilitate a comprehensive training in the hospitality field including rotation through different roles in different departments. 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, to qualify as a host, the property must provide extended amenities like concierge services, banquets/events, restaurant services, etc. Amenities like gyms, pools, and continental breakfast, typically do not qualify towards the extended amenities requirement.

For restaurant locations, the location must be a fine dining establishment, typically including amenities like wine pairings, multi-course offerings and rotating menus.

CIEE requires the following number of training phases based on the type and duration of the 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, with a maximum of two weeks cleaning/inspecting rooms.*

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

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

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TRAINING PLAN QUALIFICATIONS FOR RESTAURANTS

Interns/Trainees must participate in **comprehensive rotations** through a **variety of skills**. Training plans must show growth and development of skills and show that they are not only learning the task but understanding how it fits into the overall successful operation of the business/industry. Interns/Trainees are encouraged to learn about budgeting, menu planning, management, and scheduling by shadowing and observing supervisors to gain a broader understanding of the business and industry.

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 they are not only learning the task but understanding how it fits 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.

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

- Busing tables
- Acting as a restaurant host
- Cleaning guest rooms
- Night audit/bookkeeping

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

- Spas
- Valet/bellhop
- Maintenance
- Security

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

HOSPITALITY MANAGEMENT

To qualify for hospitality management, all tasks must be focused on back of house type activities like marketing, finance or business operations. Only programs that are made up entirely of these tasks may qualify for a duration beyond 12 months.

