

# Training: Hospitality/Tourism/Culinary 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 high end American hotel or fine dining 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 and culinary training programs:

### HOTEL PROPERTY LOCATIONS

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. Typically, qualifying properties are rated four star or higher. In addition, the property must provide extended amenities like concierge services, banquets/events, fine dining restaurant, room service services, etc. Amenities like gyms, pools, and continental breakfast, do not qualify towards the extended amenities requirement.

### RESTAURANT LOCATIONS

For both culinary trainings or hospitality trainings taking place in a restaurant, the location must be a fine dining establishment in order to qualify. Typically, locations that qualify include amenities like wine pairings, sommelier, multi-course offerings and rotating menus. Family or casual dining style restaurants, franchises and counter service restaurants do not qualify.

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

	<b>Intern: Hospitality*</b>	<b>Trainee: Hospitality**</b>	<b>Trainee: Hospitality Management***</b>
	<b>Number of Phases</b>		
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 or culinary internships should not last more than six months. A phase in housekeeping should not last more than six weeks, with a maximum of two weeks cleaning/inspecting rooms.*

*\*\*Hospitality and culinary 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.*

### 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.

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, 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

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

- Spas
- Valet/bellhop
- Security, maintenance, general manual labor
- Laundry services
- Bar tending

### TRAINING PLAN QUALIFICATIONS FOR RESTAURANT LOCATIONS

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 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.

- basic food prep tasks (chopping, portioning, storing etc.)
- cleaning and sanitation

CIEE cannot accept trainings of any length doing the following tasks:

- washing dishes
- shifts devoted to cleaning/maintenance

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.