

## Hospitality/Tourism/Culinary Industry Training

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 a fine dining restaurant 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 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. Qualifying properties are generally rates 4 star or higher and offer a degree of professional service. In addition, the property must provide luxury amenities like concierge services, banquets/events, fine dining restaurant, room service, etc. Gyms, pools, and continental breakfast do not qualify towards the extended amenities requirement.

### RESTAURANT LOCATIONS

For both culinary and front-of-house trainings in a restaurant, the location must offer high-level training. Typically, qualifying locations have wine pairings, a sommelier, multi-course offerings, and rotating menus. Cafes, casual dining locations, franchises and counter service restaurants do not qualify for front-of-house trainings. Bakeries and cafes may qualify for culinary trainings on a case-by-case basis. Please contact CIEE in advance before initiating applications.

### 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

## TRAINING PLAN QUALIFICATIONS FOR RESTAURANT LOCATIONS

Intern/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 training:

- Basic food prep tasks (chopping, portioning, storing, etc.)
- Cleaning and sanitation
- Serving 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:

- Washing dishes
- Shifts devoted to cleaning/maintenance
- Bartending

Interns/Trainees cannot make decisions about hiring or firing and they cannot 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 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.