



TTHTI

Trinidad and Tobago
Hospitality and Tourism Institute



Internship Guide

GUIDE TO INTERNSHIP

What is Internship?

Internship is a carefully monitored, work-related learning experience with intentional learning goals for individuals who wish to develop hands on work experience in a certain occupational field. For students of TTHTI, this refers to the hospitality and tourism industry.

What are the benefits of internship?

- ◆ **REAL WORLD EXPERIENCE.** Participating in an internship allows you to gain a better perspective of post graduation employment by applying the principles and theories you have developed in the classroom. This practical application creates an easier transition for you from the classroom to the working world.
- ◆ **PERSONAL DEVELOPMENT.** You will further develop a personal work ethic and be able to investigate your career interests and prospective career goals. Additionally, an internship enables you to develop specific skills and knowledge related to your potential career.
- ◆ **NETWORKING.** An internship facilitates the development of professional contacts. These contacts may be able to help you in the future by acting as a reference for another company, or assist you in securing full-time employment within their company – many employers consider internship experience in the hiring process and often look to their own interns as the best potential candidates for full-time positions.
- ◆ **CHOICES.** Maybe you learned that you work well with computers, or maybe you discovered a passion for product development. With the knowledge and experience you gain from your internship, you will be in a better position to make choices about your future career.
- ◆ **ATTITUDES.** You will have an opportunity to develop a further understanding about the demands of the industry. In that way, you will improve your expectations of what will be asked of you.

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What are TTHTI's internship requirements?

ALL students pursuing the Institute's Bachelors, Diploma and Associate Degree programmes **MUST** successfully complete a period of internship in order to be eligible to graduate. The requirements are as follows:

Diploma

320 hours - 120 Internal Internship, 200 External Internship ** (see pg.3)

Associate Degree

640 hours - 160 Internal Internship, 480 External Internship ** (see pg.3)

Bachelor's Degree (Culinary Management)

320 hours - ***A minimum of 160 hours must be a regional/international Externship***
The remaining 160 can be completed locally at an approved organization

BBA Hospitality and Tourism

No Internal Internship or Externship required.

When is Internship conducted?

INTERNAL INTERNSHIP

Diploma: Part-time – The Internal Internship is scheduled for the January following the commencement date of your programme i.e. if you commenced in February 2014 as a part-time student, you are expected to complete Internal Internship in January 2015.

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Diploma: Full-time –The Internal Internship is scheduled for the June following the commencement date of your programme i.e. if you commenced in September 2014 you are required to complete the Internal Internship in June 2015.

Associate Degree: Part-time – The Internal Internship is scheduled for the January following the commencement date of your programme i.e. if you began your programme in February 2014 as a part-time student you are expected to complete Internal Internship in January 2015.

Associate Degree: Full-time – The Internal Internship is scheduled for the June following the commencement date of your programme i.e. if you commenced your programme in September 2014 you are required to complete the Internal Internship in June 2015.

Internal Internship is not a requirement for the Bachelor’s Degree programme at this time.

EXTERNSHIP

Diploma: Full-time – Upon successful completion of Internal Internship in the June – July period, full-time Diploma students are scheduled to begin Externship in August of the same year.

Associate Degree: Full-time – Externship is scheduled for the June of the second year of your programme i.e. if you began your programme in September 2014 and you successfully completed Internal Internship in June 2015, you would be scheduled to begin Externship in June 2016.

B.Sc. Culinary Management – Externship is scheduled for the June of the year following the commencement of the programme i.e. if you start the programme in February 2014, you would be scheduled to begin your Externship in June 2015.

Part-time students can choose when to complete their Externship based on their class schedule and work commitments. For both full-time and part-time, Internship should be completed and

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reports handed in by the end of September of the year in which you intend to graduate to facilitate timely academic clearance.

What is the difference between Internal Internship and External Internship?

Internal Internship is conducted on the Institute's campus in a controlled, structured environment that closely emulates the industry work environment. Industry personnel are engaged to facilitate the programme and act as supervisors would in a real work environment. This was established to ensure that students with no industry work experience are given an initiation into the world of work so that they are equipped to perform at the required standard for the External Internship.

For **External Internship (Externship)**, student interns are placed at various industry organizations nationally, regionally or internationally, in a real world work environment. Employers are provided with the learning objectives specific to each student's programme of study and they conduct assessments of the interns based on set criteria.

****Students MUST complete Internal Internship prior to proceeding on Externship, unless they apply and are approved for a Release from the Internal Internship.**

What is meant by "a Release from Internal Internship"?

As previously mentioned, the purpose of the Internal Internship is to initiate students with no industry work experience into the working world. However, the Institute recognizes that there may be students who do have industry experience and that the Internal Internship would be of little benefit to them. We have therefore introduced the option for those students who have one year's continuous, recent practical industry work experience to apply to be released from the Internal Internship.

The option of Release is also available to students who have moved from Diploma programmes into Associate Degree programmes **in the same core subject area**. For example, if you completed Internal Internship while you were pursuing the Diploma in Culinary Arts and you were successful in moving into the Associate Degree in Culinary Management, you can apply for

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Release from Internal Internship based on having completed it at the Diploma level. You would then be expected to complete 640 hours of Externship under the Associate Degree.

Please note that if you complete two or more different programmes, whether Diplomas or Associate Degrees, you would need to complete Internal Internship for each programme and you would not be allowed to apply for Release. For example, if you completed the Associate Degree in Food & Beverage Management and then move into the Associate Degree in Hospitality Management, you would have to complete Internal Internship for **BOTH** programmes as the core subject area would be different.

The ***Internal Internship Release Form SSD005*** can be obtained at the Student Services Department and the completed form together with detailed evidence of the experience cited has to be submitted by the given deadline to the Student Services Department who will forward this to the relevant Programme Head for approval. If a student's application for a Release is approved, the student will be contacted by the Internship Officer and advised accordingly.

What happens after I am approved for a Release?

It is important to note that the Release from Internal Internship does not relieve you of the requirement to complete the total number of internship hours applicable to your programme.

In other words, as a Diploma student, even if you are released from Internal Internship, you are still required to complete the required total of 320 hours of internship, but you would then be able to proceed to complete these hours as Externship. Likewise for Associate Degree students – if released from Internal Internship, you are to complete 640 hours of Externship.

How is Internship Graded?

<i>Internal Internship</i>	-	70% Facilitators' Assessments 30% Student Report
<i>Externship</i>	-	70% Employer's Assessment 30% Student Report

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What do I put in my Report?

At the beginning of the Internship period, all students are given packages with all the information pertinent to the exercise, including guidelines on how to develop the Student Report. Deadlines for the submission of reports are also provided prior to the Internship period.

Will Internship affect my job?

Successful completion of Internship is a requirement to graduate from TTHTI's programmes. While the Institute applauds students who make the sacrifice to pursue studies while employed, special arrangements cannot be made for each individual to suit their particular circumstances. Internal Internship is conducted during the week, and students are often rostered in shifts. Externship requires that the student report to the chosen industry organization as an employee reporting for work. Therefore, the student needs to assess his/her individual situation in terms of work schedule, available vacation/study/no pay leave, employer flexibility etc. to determine whether they can complete Internship as required in order to graduate.

Can I do my Externship where I am employed?

Many students are employed in the industry while pursuing their programmes with TTHTI, and therefore the Institute allows students to utilize their current employment, once it is relevant to their programme of study, towards a portion of their externship hours. It is important to note that your employment cannot be used for your entire period of externship. This is to ensure that there is variety in the experience gained which adds value to the training being received.

Can I source Externship placement for myself?

TTHTI has formed close partnerships with several industry organizations over the years who willingly accept student interns and the Student Services Department makes contact with these organizations well in advance of the Externship to request placement. Some students express an interest in sourcing their own placement and this is allowed, however, the Institute **MUST** approve the choice of establishment. If the approval is given, written confirmation must be forwarded to TTHTI by the property indicating its acceptance of the intern. The Institute will

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then forward the necessary information to ensure that the Externship is conducted according to the stipulated guidelines and that the goals and objectives are achieved.

Is there a cost to Internship?

Internal Internship is covered by Government Assistance for Tertiary Education (GATE) for Trinidad and Tobago nationals only. Non-nationals are required to pay the applicable fees, which will be provided to you prior to registration.

Students completing Externship at local industry organizations face similar costs as those associated with attending classes at the Institute i.e. transportation, professional wear/uniform, meals, etc. Those who choose to complete Externship outside of Trinidad and Tobago are expected to stand the costs of airfare, meals, accommodation, transportation etc. The Institute usually requests that the organization assist the student with a stipend, meal allowance, or discounted/free accommodation, however, there is no guarantee that they will agree to do so.

Will I get paid for Internship?

Internship forms part of the education and training offered by TTHTI towards assisting the students in achieving their career and personal development goals and it should be considered as such rather than as employment. Students are not paid stipends for Internal Internship. With Externship, as indicated above, some industry organizations may agree to pay a stipend to the interns, however, this is based on their willingness and ability to do so.

Where can I get additional information on Internship?

The Internship Programme is administered by the Student Services Department so if you have any further questions, feel free to come to the Department and speak with an officer who stands ready and willing to assist you in any way you require.

Tamara Ribeiro-Bailey
Student Services Manager