

# International Internships LLC

## Hospitality Guidelines

In addition to the general Employer Requirements that all Host Employers must meet, there are specific requirements for Hospitality programs. As per program regulations all Hospitality internship or trainee programs must meet the criteria below.

The U.S. Department of State requires that all Hospitality internships and training programs six months or longer consist of at least three distinct departmental or functional rotations. Please consider this rule when determining the training or internship program you plan to offer an intern/trainee. In addition, all Hospitality programs are limited to 12 months regardless of whether the individual is an Intern or Trainee.

We do not permit business-only (finance, accounting, etc.) programs in hotels, resorts, inns, or restaurants. Anyone wishing to work in hospitality or restaurant management positions must have education and/or experience in the hospitality or restaurant management fields (as applicable to whether participant is an Intern or Trainee) in order to rotate through multiple departments within a hotel or restaurant.

### **For Hotel Management/Hospitality Management/Hotel Food and Beverage Programs**

Types of Hotels:

Should be rated 3-Diamond or higher by AAA, or rated 4-Star and above by Forbes.

- For AAA ratings, click [here](#)
- For all Forbes rated properties, visit: [www.startle.com/hotel](http://www.startle.com/hotel)

All unrated properties will be considered on a case-by-case basis.

#### **Types of Training Tasks and Activities**

Always Acceptable:

- Front Desk
- Concierge
- Hotel or Restaurant Inventory
- Management/Buying
- Back Office Management
- Food and Beverage Management

Sometimes Acceptable:

- Business areas within the hotel (as part of a back-of-house rotation)
- Serving/Hosting (Only briefly as part of a management training to learn basic skills of the department)
- Housekeeping Management (Only for one rotation)

- Catering/Banquets Management (Only for one rotation)
- Food Preparation (Only if intern/trainee has previous culinary experience. No short order or line cook roles— must be professional culinary training.)
- Guest Services Management (Only for manager training. Room service, dry cleaning, shoe-shining, and related activities are not permitted.)

As part of an overall management training, interns/trainees may briefly train in hosting, waiting tables, housekeeping, etc. to learn basic skills needed to pursue management-level training within a department. However, the **combination of such basic tasks may NOT exceed 20% of the entire training program.**

Never Acceptable:

- Valet
- Bellhop
- Dishwashing
- Laundry
- Bussing tables
- Bartending

## Restaurant Management Guidelines

Types of Restaurants Permitted:

- High-end, full-service, sit-down, or fine dining restaurants
- Full-service banquet halls

Prohibited Restaurants:

- Fast-food chains
- National chains (Applebee's, Outback, etc.)
- Takeout/Delivery restaurants
- Mall/strip mall/boardwalk/toll plaza restaurants, kiosks or stands
- Roadside stands

### Types of Tasks and Activities

Always Acceptable:

- Restaurant Inventory or Management/Buying
- Catering/Event Planning
- Staff Training and Development

Sometimes Acceptable:

- Business areas within the restaurant (As part of a back-of-house rotation)

- Serving/Hosting (Only briefly as part of a management training to learn basic skills of the department)
- Food Preparation (Only if intern/trainee has previous culinary experience. No short order or line cook roles--must be professional culinary training.)

As part of an overall management training, interns/trainees may briefly train in hosting, waiting tables, food preparation, etc. to learn basic skills needed to pursue management-level training within a department. However, the **combination of such basic tasks may NOT exceed 20% of the entire training program.**

Never Acceptable:

- Cashier
- Dishwasher
- Bussing Tables
- Bartending
- Delivery

Please note that all of the above are only general guidelines. All hotels and restaurant Training Plans and applications will be considered on a case-by-case basis. If you have any specific questions as to whether your business will qualify for our program, or to learn if the training you wish to offer is appropriate, please contact us.