

NIC INTERNSHIP PROGRAM: EMPLOYER GUIDE

We are pleased to provide you more information about becoming an Internship employer to North Island College's Internship Program.

The Global Tourism and Hospitality Management Advanced Diploma program is designed to provide diploma graduates with a complete international tourism and hospitality education in two years.

In year one, students will develop a strong foundation in essential business and service functions: accounting, finance, marketing, service management and operations, hotel management, food and beverage, and global tourism. Coursework focuses on the international context, giving students a global perspective in all areas of study.

In year two, students deepen their tourism and hospitality understanding with advanced topics such as international business/management, special event management, managerial accounting and human resources. They also begin to put theory into practice when they apply knowledge in either a commercial kitchen, where they develop cooking skills and create food for paying customers, or by honing their service and teamwork skills by applying their learning in a student-run fine dining room. Students become a part of the tourism and hospitality industry and often work their way onto management teams, in an effort to achieve a competitive advantage in their field.

WHAT IS AN INTERNSHIP?

The two-year advanced diploma includes a one-term internship (full-time or part-time, paid or unpaid) in a position related to tourism and/or hospitality. The internship gives students the opportunity to apply theories and methods learned in the classroom to actual problems and scenarios encountered in the workplace. They will also learn new skills to enhance their future employment success and/or to prepare them for further employment or academic study. Students must complete a minimum of 8 courses prior to beginning their internship.

INTERNSHIP PLACEMENT REQUIREMENTS:

The Internship placement requirements are as follows:

- The internship position must be reflective of a student's academic studies
- A minimum of 360 hours per four month semester
- May be paid or unpaid
- Must occur in the summer months (typically May – September)

STUDENT WORK PERMITS:

In this academic program, work experience is part of the curriculum. Foreign students who wish to participate in an internship program must apply for and obtain a work permit and SIN card prior to commencing their internship. It is recommended that you collect a copy of these documents when the student begins their internship with your company. If you have any questions about off-campus work permits or post-graduation work permits, please contact NIC International office: 250-334-5033.

SUPERVISOR RESPONSIBILITIES:

The Internship Supervisor responsibilities are as follows:

- To prepare the student's co-workers and other staff for the arrival of the student
- To provide the students productive, supervised work and discuss expectations for the internship with the student, and to provide the student with feedback on their performance
- To provide the student with an orientation of the workplace, including an overview of the organization, physical layout, relevant personnel, safety practices, and the duties and tasks expected during the placement
- To participate in a site visit by an Internship Coordinator and to complete a student evaluation prior to the end of the internship
- To keep in contact with the Coordinator Work Integrated Education (Internship Coordinator) at NIC during the term, especially if any unforeseen circumstances arise

STUDENT RESPONSIBILITIES:

The NIC Internship Student responsibilities are as follows:

- To conduct themselves in a professional manner
- To coordinate and participate in an onsite visit with the Internship Coordinator
- To work towards personal growth and building a positive reputation in the work place
- To achieve satisfactory or better employer evaluation for the internship

INTERNSHIP REQUIREMENTS – EVALUATION:

The NIC Internship Coordinator will manage the following list of curriculum. For your information, the Student Internship requirements are as follows:

- Learning Objectives: Students are required to complete SMART objectives and share them with their supervisor and internship coordinator demonstrating their willingness to engage
- Mid-placement Reflection Exercise: Students are required to complete a review on their performance and experience as well as their status on the completion of their Learning Objectives. Students are required to discuss their written reflection with the internship coordinator and discuss plans for the remainder of their placement
- Project: Students are required to complete an internship project. It may be an overall reflective/analytic piece on their experience or a project that can benefit the employer and student such as a research project or consultative report
- Placement Evaluation: Students are to complete a self-evaluation on their internship performance
- Presentation: Students are required to conduct an oral presentation to their peers and other program stakeholders on their internship experience and future goals

FOR MORE INFORMATION:

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