

BHMS Internship Guidelines

Dear students

Welcome to BHMS!

Please read these internship guidelines carefully within the first days and keep it for your future reference. These guidelines are taking you through the rules and procedures as a student in preparation of your internship, which is part of your education.

These guidelines are designed to help you to understand the internship process including a time line in the 20 weeks before you start your internship.

It also includes our Professional Attitude System, which is necessary for you as a future manager as the first impression counts.

Best wishes for your time at BHMS from the Career and Internship Services Team.

Timeline

1. Orientation days

- Friday general information about the school
- Saturday general information about:
 - Standards of BHMS Business dress
 - Professional Attitude points

2. Week 2

- CV Photo session
- CV Workshop
 - General information about internship (national / international)
- Starting Welcome Interviews until week 3-4

3. Week 3

- Interview Workshop
 - Go prepared in to your Skype / 1to1 interview

4. Week 4 -16

- Continuous meetings with the Internship Officers to define wishes until finalizing the contract
 - National / International
 - Department
 - Helping with Visa procedure if International

5. Week 20

- Final Internship meeting
 - 2 groups (national / international)
 - Last information about Internship, rules and regulations employer / employee

During Swiss Internship:

6. Week 1-3

- Student gets a call to ask how she / he feels in her / his internship

7. Week 6-12

- Internship Visitation
 - Meet employer and student
 - Check the Internship project and diary

8. Week 16-20

- Internship Visitation if problems occur

9. Week 20

- Internship is finished
 - Submit the project and diary
 - Order your diploma

What to expect?

- We advise all students to at least do their first training in Switzerland, to gain the experience
- For a Front Office position in Switzerland you need to speak German / French or Italian at least C1 plus level

Ideal Plan for Internship:

- 1st year Operational Job (Restaurant/ F&B / Housekeeping) in Switzerland
- 2nd year Rooms Divisions (front office / back office) Switzerland / International
- 3rd year to develop your Management skills (Higher positions in F&B, Rooms Divisions, Sales & Marketing) Switzerland / International

Please note:

Your professional behavior and attitude coupled with your language skills and overall desire to succeed goes along to help you to achieve your goals. Please remember a Management position is never guaranteed.