

# International Hospitality Management

## Company Internship Programme

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### WHAT IS CPHBUSINESS?

Cphbusiness is a vocational educational institution, which puts great pride in the strong level of professionalism in educating students by providing them with the competencies the corporate sector demands.

Our study programmes are based on scenarios from the real world, which is why Cphbusiness gives a high priority to working closely with the corporate sector to which the students is educated for.

### INTERNATIONAL HOSPITALITY MANAGEMENT

This programme provides students with a Bachelor's degree within the hospitality sector such as middle management within the service industry and experience economy including tourism, conference, hotels, restaurants, travel agencies etc. and with an international perspective. The programme is designed to match the distinctive need for skilled professionals working within the hospitality sector.

With a degree in hospitality one is able to manage many different types of positions in order to solve practical as well as complex tasks within management and operation but also in the development of companies with a main focus on the lodging, tourism, catering and experience sectors. The programme includes subjects such as strategy, finance, management, culture awareness and guest relation. T

he Top-up Bachelor's degree in International Hospitality Management is 18 months of training as a direct continuation of mercantile academy training such as Service Management or Marketing, which in itself is 2 years of studies. In total the duration of Bachelor's degree in IHM is 3 ½ years.

### WHY DO THE STUDENTS NEED INTERNSHIP?

As part of the education all students must participate in a compulsory internship. The internship gives students the opportunity to use the methods and tools of their courses in solving a concrete practical task within the business sector either in Denmark or abroad. The combination of a practical and theoretical learning gives the student a strengthened possibility to work with

challenges in a structured and systematic form. Added to that, it gives the graduate an advantage when entering a professional environment to work constructively with the day-to-day activities. The internship of the International Hospitality Management Bachelor is a 12 week period.

### WHAT CAN YOU EXPECT?

The student will contribute to the solution of a specific issue within your company. You will meet a motivated employee who will participate in the day-to-day routines with an opportunity to apply new ideas based on the latest theories from the study programme. An internship gives you an opportunity to include new talents to your recruitment, while you develop and train a new generation within your field of business. The student will work full time 37 hours/week in the company in 12 weeks during the internship period. Please note that a minimum of 1/3 of this time the student should be used on solving a specific practice-oriented issue within your company. The specific issue is the student's practice-oriented project, which should be agreed on in cooperation between the company and the student, forms the basis of the student's internship exam. The project has to be approved by the student's supervisor at Cphbusiness as well as the company.

### WHAT IS EXPECTED OF YOU?

To ensure a successful course, it is expected that the company and the student will work together on a work schedule that provides the student with enough time and information to work on the decided project, in order for the student to acquire sufficient knowledge to prepare a written report. The student's assignment is expected to be relevant to the study program and need to include aspects of hospitality. The agreement must be approved by the student's supervisor. A successful internship is characterized by the company's willingness to allow time and commitment to the project. Therefore, we also expect that the company will assign a dedicated contact person within the company to whom the student can have contact throughout the internship in relation to the project. In addition, we expect that your company will supply sufficient resources for the guidance of the student. Especially in the beginning, where a higher level of information is required in order to give the student time to familiarize her-/himself with the work routines and procedures etc.

A company must have at least 5 employees (full-time employees) in order to enter into 1 internship agreement.

### WHO DOES WHAT?

The student is responsible for securing the internship and to sign an agreement with the internship company. Furthermore, the student must work out plan of action in co-operation with the company regarding the course of the internship and the objectives for the internship. The student must also prepare a written report to Cphbusiness and report back to your company. Cphbusiness must approve both the internship company and the agreement prior to the commencement of the internship. This includes the tasks to which the student is primarily assigned as well as the internship project. Cphbusiness will appoint the student with a supervisor, who will assist the student with any questions regarding the internship. If the company is located in Copenhagen the supervisor will be able to visit the student during the internship. The company must sign the internship agreement, and after the internship confirm that the agreement is complied with, and that the student has completed the agreed objective(s).

As part of the internship the company will ensure that the student will work with relevant tasks and preferably managerial tasks. This will allow for the student to undergo a training process with focus on problem solving and skills.

### PRACTICAL INFORMATION

**Internship agreement and remuneration.** Most students are supported financially by the Danish Government by educational funding SU (Statens Uddannelsesstøtte). Therefore, the student is not expected to receive any wages during the internship.

Please note that SU has now allowed for companies to give our students gratuity during their internship. For more information hereof, please go to: <http://www.su.dk/nyheder/nyhedsarkiv-2017/su-og-erkendtlighed-i-uloennede-forloeb/>

An internship agreement between the student, Cphbusiness and the host company/organisation is made. A digital copy will be shared with all parties.

**Insurance.** The student must be covered by the liability insurance of the business. If there is no such insurance, the business will need to obtain insurance, which fully covers the student.

**Illness.** In case of illness, the student must immediately inform the host of the internship company. If the absence has duration for more than one week, the student must inform both the supervisor and student counselor. Hereafter a decision will be made as to whether or not the internship will be extended.

**Aligning expectations.** In everybody's interest, Cphbusiness recommend both parties to align their expectations prior to the internship and include this in the signed agreement on internship. Cphbusiness will help to ensure that expectations are within the framework of what is expected of an internship.

**Further information.** Questions about internships for International Hospitality Management students may be directed to the internship coordinator:

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