

# Internship Program

## Rooms Division

This program is designed for students that would like to get practical experience in Rooms Division operations. Students will be exposed to various positions in the Front Office and Housekeeping Departments of Dragon Hill Lodge, while gaining hands-on experience in all facets of Rooms Division operations. Upon successfully completing the program, students will be given certificates of completion and will also be awarded a merit point if students seek employment at DHL.

### Programs Outline

#### Program 1: Front Office Operations (24 weeks)

Position	Schedule	Location	Evaluation
PBX (Operator)	4 weeks	Front Office	Interim evaluation by Supervisor
Delivery (Operator)	4 weeks	Front Office	Interim evaluation by Supervisor
Reservations	8 weeks	Front Office	Interim evaluation by Supervisor
Front Desk	8 weeks	Front Desk	Interim evaluation by Supervisor
	24 weeks		Final evaluation by Front office Manager

\* Students are required to submit 3-4 page reports summarizing what they learned during the internship and making any suggestions before the final evaluation.

#### Program 2: Housekeeping (12 weeks)

Position	Schedule	Location	Evaluation
House Maids	2 weeks	Housekeeping	Interim evaluation by Supervisor
Public Attendants/ Banquet Set up	2 weeks	Housekeeping	Interim evaluation by Supervisor
Assistant Administrator	8 weeks	Housekeeping	Final evaluation by Housekeeping Manager

#### Program 3: Front Office (16 weeks)

Position	Schedule	Location	Evaluation
PBX/Delivery	4 weeks	Front Office	Interim evaluation by Supervisor
Reservations	4 weeks	Front Office	Interim evaluation by

# Internship Program Template

**J Rink**



## **Internship Program Template:**

## Enjoying the Tune of Appearance: An Emotional Symphony within **Internship Program Template**

In some sort of consumed by monitors and the ceaseless chatter of instantaneous interaction, the melodic splendor and psychological symphony developed by the published word usually fade in to the backdrop, eclipsed by the relentless sound and disruptions that permeate our lives. Nevertheless, nestled within the pages of **Internship Program Template** a wonderful literary treasure brimming with natural thoughts, lies an immersive symphony waiting to be embraced. Constructed by an elegant composer of language, this captivating masterpiece conducts visitors on an emotional journey, well unraveling the concealed songs and profound impact resonating within each carefully crafted phrase. Within the depths of this touching assessment, we can explore the book is central harmonies, analyze its enthralling writing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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