

# 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

# Intern Program Template

**RJ Shavelson**



## **Intern Program Template:**

**Vault/Inroads Guide to Diversity Internship, Co-op and Entry-level Programs** ,2005 For minority law students or attorneys no factor is more important in deciding where to work than the quality of a firm s diversity program is central to their decision *Handbook for Research in Cooperative Education and Internships* Patricia L. Linn,Adam Howard,Eric Miller,2004 Provides cooperative education and internship professionals and researchers design carry out and disseminate quality research and evaluation studies Highlights key programs and shows how to demonstrate sound learning outcomes Publisher description **The Career Intern Program** Richard A. Gibboney Associates,1977 [Vault/Seo Guide to Investment Bank Diversity Programs](#) ,2006-10-25 This annual Guide describes diversity programs at 50 major investment banks diversity internship and entry level programs or efforts profiles of diversity team members part time flex time options family leave policy quantitative information regarding diversity staffing levels and special programs or historical details

[Vault/SEO Guide to Investment Bank Diversity Programs](#) Vault Editors,2005 This new Guide describes diversity programs at 50 major investment banks diversity internships a d entry level progrmas or efforts profiles of diversity team members part time flex time options family leave policy quantitive information regarding diversity staffing levels and special programs or historical details *The Career Intern Program: An experiment in career education that worked* Richard A. Gibboney Associates,1977 **Department of Defense Appropriations for 2009** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Defense,2009

**Department of Defense Appropriations** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Defense,2009 [Collected Presentations](#) ,2002 [Governor's Internship Program Policy and Procedure Manual](#) Minnesota. Governor's Internship Program,1972

*The Electronic Office* Rita Sloan Tilton,1996 *Journal of the American Veterinary Medical Association* American Veterinary Medical Association,2013 Vols for 1915 49 and 1956 include the Proceedings of the annual meeting of the association **Vault Guide to Top Internships** Naomi Newman,2005 This new Vault guide provides detailed information on the internship programs at over 700 companies nationwide from Fortune 500 companies to nonprofits and governmental institutions

**Annual Report** North Pacific Marine Science Organization,2005 **Web-based Learning** Gayle V. Davidson-Shivers,Karen L. Rasmussen,2006 Using an instructional design framework and a practical approach Web Based Learning Design Implementation and Evaluation helps you design effective Web courses create a community of Web based learners and implement and evaluate Web based instruction

**Vault Guide to Top Internships** ,2007 **Powerful Teacher Education** Linda Darling-Hammond,2006 Powerful Teacher Education describes the strategies goals content and processes of seven highly successful and long standing teacher education programs Alverno College Bank Street College Trinity University University of California Berkeley University of Southern Maine University of Virginia and Wheelock College All these colleges and universities have succeeded in preparing teachers to teach diverse learners to achieve high levels of

performance and understanding In discussing the common features of these programs Linda Darling Hammond shows what outstanding teacher education models do and how they do it and what their graduates accomplish as a result Powerful Teacher Education also examines the policies organizational features resources and relationships that have enabled these programs to succeed *The 1992 Study of the American School Superintendency* Thomas E. Glass, Lars G. Bjork, C. Cryss Brunner, American Association of School Administrators, 1992 A survey of school district superintendents sought to gather data on a number of characteristics and compare the data to studies conducted in 1971 and 1982 From a random sample of 2 536 superintendents stratified by district size usable survey responses were received from 1 724 for a return rate of 68 percent or 11 percent of all United States superintendents In the study sample of 1 724 superintendents only 115 are women and only 66 are minority The 1992 study includes data on the following 1 personal profiles of superintendents including gender age family status education and area of residence 2 relationships with board members including evaluation and terms of employment 3 characteristics of school districts including staffing hiring practices programming and size 4 selected community characteristics including their involvement and influence in district decision making 5 superintendents opinions on key problems and issues in education 6 issues surrounding the preparation of superintendents and professional development of practicing superintendents and 7 career patterns of superintendents Contains 91 references MLF *Kaplan Yale Daily News Guide to Internships, 1998* Adele Scheele, Kalpana Srinivasan, 1997 From the highly regarded team of student writers at the Yale Daily News comes an invaluable insider s guide to the internships that pay off with valuable experience networking connections and a direct line to the best jobs after graduation Diagrams Government Executive, 2006

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## **Table of Contents Intern Program Template**

1. Understanding the eBook Intern Program Template
  - The Rise of Digital Reading Intern Program Template
  - Advantages of eBooks Over Traditional Books
2. Identifying Intern Program Template
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Intern Program Template
  - User-Friendly Interface
4. Exploring eBook Recommendations from Intern Program Template
  - Personalized Recommendations
  - Intern Program Template User Reviews and Ratings
  - Intern Program Template and Bestseller Lists
5. Accessing Intern Program Template Free and Paid eBooks

- Intern Program Template Public Domain eBooks
  - Intern Program Template eBook Subscription Services
  - Intern Program Template Budget-Friendly Options
6. Navigating Intern Program Template eBook Formats
    - ePub, PDF, MOBI, and More
    - Intern Program Template Compatibility with Devices
    - Intern Program Template Enhanced eBook Features
  7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Intern Program Template
    - Highlighting and Note-Taking Intern Program Template
    - Interactive Elements Intern Program Template
  8. Staying Engaged with Intern Program Template
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Intern Program Template
  9. Balancing eBooks and Physical Books Intern Program Template
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Intern Program Template
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Intern Program Template
    - Setting Reading Goals Intern Program Template
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Intern Program Template
    - Fact-Checking eBook Content of Intern Program Template
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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