

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

SJ Ball



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