

Sample Internship Memorandum – Hospitality Management Diploma

1. The <Institution Name> curriculum includes a substantive six (6) month INNkeeper Internship Program (IIP) as an integral part of its Hospitality Management Diploma program. The IIP provides a student with <enter value> credits/subjects towards their diploma. Participation in the IIP is strictly by invitation, and invited students have the option to choose either the IIP or a six (6) months Dissertation Project (DP) with equal credit weighting, instead of the IIP.
2. Upon completion of a students Hospitality Management Diploma the director of placements for <Institution Name> shall, in his/her discretion select a suitable list of participating hospitality organizations (hotels, restaurants, clubs) for a participating student's IIP, and will offer the options list to an invited student. The student may specify his/her three preferred placement options, in order of preference.
3. Should a student have a specific placement request which is not on the list, the director of placements may, in his/her discretion, include such preference in the students IIP options list. IIP's arranged by students directly, or with non-approved organisations will not be eligible for credits/subjects under the IIP program, and the student will be assigned a DP in stead.
4. The director of placements shall facilitate three (3) interviews between the student and the placements officers of hospitality organisations. <Institution Name> cannot guarantee the placement of a student for an IIP: placements are dependent on:
 - a. the academic performance of the student;
 - b. the participating hospitality organization's capacity to receive interns;
 - c. the outcome of the student's interview with the hospitality organization.
5. Should the student be unsuccessful in being placed with one of the hospitality organizations after three (3) interviews, <Institution Name> shall be discharged from its duty to facilitate an IIP, in which instance the student will be assigned a DP instead.
6. On acceptance of a placement after a successful interview, the student will no longer be eligible for a DP, and will be required to complete the IIP.
7. In the event that a student reject a placement after a successful interview, <Institution Name> will not be obliged to arrange for an alternative IIP, and the student will be assigned a DP instead. Should a student fail to successfully complete either the IIP or the DP, they will be deemed to have failed the Hospitality Management Diploma and will be withdrawn from the school.
8. Participation in the IIP is subject to a student meeting the following pre-requisites:
 - a. Ninety per cent (90%) attendance of all classes during academic studies;
 - b. Acceptable level of proficiency in the English language;
 - c. All academic subjects passed with an aggregate of eighty per cent (80%);
 - d. Due completion of all applications forms and signing of disclaimers as required by the IIP kit.
9. In the event that a student's IIP be prematurely terminated by a hospitality organization due to unacceptable performance, behaviour or conduct, <Institution Name> shall hold an inquiry into the matter, and may, in it's discretion impliment such diciplinary measures as determined by it's rules and regulations, including the student's withdrawal from the school, in which instance the student will be deemed to have failed the Hospitality Management Diploma.
10. The student acknowledges that he/she understands the requirements and implications of participation in the IIP, and the contents of this memorandum.

Signed at _____ on the _____ day of _____ 2012.

Student signature:>		Placement Officer signature:>	
Name:>		Name:>	