

EXPLANATION OF PRACTICAL INTERNSHIP SEMESTERS

PROCEDURE

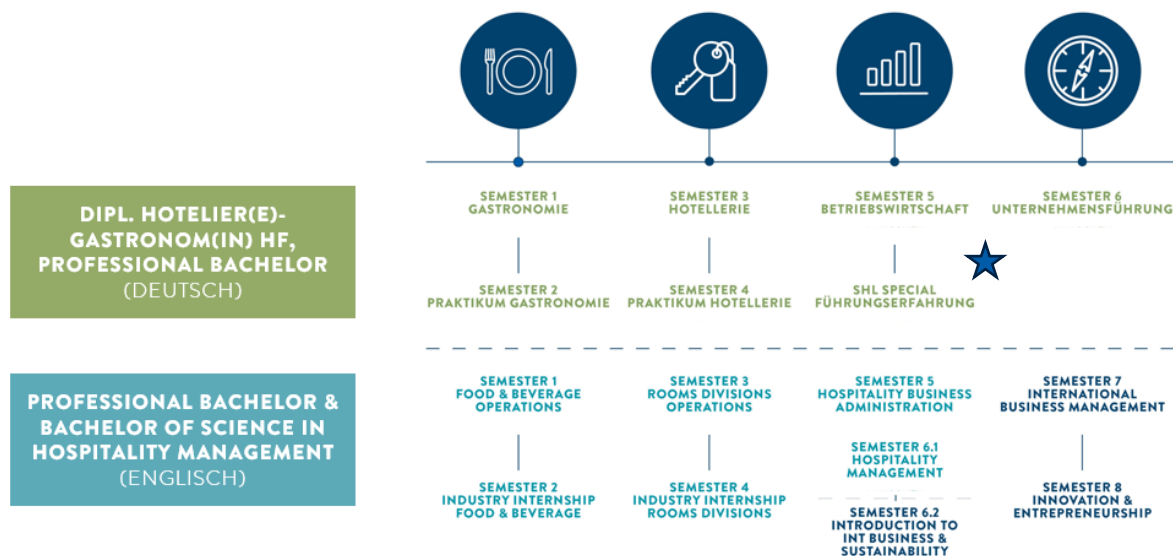
An essential part of the practice-oriented education at SHL Schweizerische Hotelfachschule Luzern is the completion of practical internship semesters and management training within the hospitality industry.

Students complete one internship semester after Semester 1 (Food & Beverage) and another after Semester 3 (Rooms Division), each within the corresponding field of study. Students enrolled in the Professional Bachelor Programme (German track) are also required to complete a minimum of six months of management or leadership experience after Semester 5 (Business Administration).

The internship semesters are a mandatory component of the HF programme. They enable students to apply and deepen the knowledge acquired during their studies while gaining valuable professional experience in Switzerland or abroad. Practical work experience is one of the key criteria employers consider when recruiting future employees.

Students are responsible for organising their internships independently. Companies may offer internship positions throughout the year. Students are also responsible for coordinating the start date of their internship and, if necessary, postponing the start of their next semester.

OVERVIEW OF THE SEMESTERS



Semester 2 - Internship Food & Beverage

Minimum duration: 6 months / 24 weeks

End of the semester at SHL: February, April, July, November

Possible areas of work in kitchen operations

- Cold kitchen/hot kitchen (à la carte)
- Pastry
- Production kitchen
- Catering/Banqueting
- Purchasing and menu planning

Possible areas of work in restaurant operations

- À la carte restaurant
- Banqueting
- Breakfast service
- Bar
- Room service
- Events and catering (operational roles)
- Quick Service Restaurants (QSR)



Semester 4 - Internship Rooms Divisions

Minimum duration: 6 months / 24 weeks

End of the semester at SHL: March, July, December

Possible areas of work:

- Front Office/Reception
- Night Audit
- Guest Services/Concierge
- Reservations
- Housekeeping
- Facility Management
- Rooms Division

SHL Special - Management Training / Leadership Experience (Professional Bachelor Programme – German track only)

Minimum duration: 6 months / 24 weeks

End of the semester at SHL: March, July, December

SHL students gain leadership experience in a variety of positions. They may supervise employees, manage projects, take responsibility for a department, specialise in a particular business area or launch their own start-up.

Management training must take place within the hospitality industry. Experience gained in another industry may only be recognised if the required hospitality work experience has already been completed.

Possible positions:

- Operational assistance
- Chef de Service/Deputy Restaurant Manager
- Assistant Front Office Manager/Deputy Front Office Manager
- Management Trainee Finance
- Management Trainee HR
- Management Trainee Marketing & Sales
- Assistant Event/Seminar/Banquet
- Founder of a hospitality or tourism start-up
- etc.

INTERNSHIP REGULATIONS & INTERNSHIP CONTRACT

All important information regarding internship regulations is available on our website: www.shl.ch/en/study/information/downloads

Internships must be successfully completed before students may progress to the next semester.

Students completing their internship abroad are not required to use the SHL Internship Agreement. Furthermore, internships completed abroad are exempt from the educational contribution fee.

SHL JOB PLATFORM

Our job platform (www.shl.ch/en/jobs) connects hospitality employers with SHL students and alumni and provides an effective platform for internships, graduate positions and management vacancies.

Companies can easily publish vacancies by following these steps:

- Register your company profile.
- Internship advertisements are free of charge.
- Permanent and management positions are subject to a publication fee.
- All advertisements are reviewed by SHL and published within one working day.

Tip: You can also upload a PDF. We recommend adding a cover image to increase visibility.

Job advertisement packages

As soon as you have created a company profile (registration), the various adverts and costs are listed. I will be happy to send you an overview:

Basic

Job Advert	1x Standard
Costs	100 Credits (CHF100.00)
Duration	1 month
Type	Full-time, Temporary
Extension	per month + 50 credits

Management Positions

Job Advert	1x Standard
Costs	200 Credits (CHF200.00)
Duration	1 month
Type	Full-time, Temporary
Extension	per month + 100 credits

Internship

Job Advert	1x Internship
Costs	Free of charge
Duration	2 months
Type	Internship
Extension	Unlimited

SHL CAREER DAYS

The SHL Career Days (www.shl.ch/en/events/career-days) connect hospitality employers with talented students and alumni seeking internships, graduate opportunities and long-term career prospects.

- SHL Career Days take place three times a year: February, May and September
- Companies may participate either on campus or online.
- Online presentations last 30–45 minutes and can be scheduled between 10:15 a.m. and 3:30 p.m. (local time).
- Online presentations are held via Microsoft Teams.
- Presentations may be conducted in English or German.