

PRACTICAL SEMESTER TIMELINE

The path to a successful practical semester: An overview in 10 steps:



1

SEARCH FOR A TRAINING COMPANY

The on-campus semester at SHL lasts 10, 14, or 20 weeks. During this time, students actively look for a suitable training company to apply what they learned in practice.

TRAINING AGREEMENT

After a successful search, a training agreement is prepared and signed by SHL, the trainee, and the host company. It defines the type, duration, role, and goals of the placement. Following the signing of this agreement, the training fee will be invoiced by SHL in accordance with the internship regulations.



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EMPLOYMENT OR INTERNSHIP CONTRACT

In parallel to the training agreement, a detailed employment or internship contract* is prepared between the host company and the trainee, according to applicable laws. Once signed, this contract must be sent to SHL.

[*SHL provides a template for the internship contract.]

START OF THE PRACTICAL SEMESTER

The practical semester usually starts right after the on-campus semester, often at the beginning of the next month, and lasts about 6 months (24 weeks) or longer. A shorter duration is also possible in certain cases (see the internship regulations).



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SELF-& EXTERNAL ASSESSMENT

In the second third of the placement, a structured self-assessment and supervisor assessment is conducted to review progress. SHL provides the assessment framework and sends it automatically to both parties.

PERSONAL REVIEW MEETING

Based on both assessments and the goals set in the training agreement, the company and the trainee hold a formal review meeting.



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EVALUATION & QUALITY ASSURANCE

In the final weeks of the placement, the host company and the student receive an evaluation from SHL for quality assurance and to assess the training company and the skills taught by SHL.



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REFERENCE LETTER & EXIT MEETING

At the exit meeting, the trainee receives a detailed reference letter. This document must also be sent to SHL without being asked.



9

REFLECTION AT SHL

In the following on-campus semester at SHL, the practical semester is reviewed under the school's guidance to consolidate the learning experience.



TRANSFER COMPLETED

After the reflection phase, the practice transfer is complete. The practical experience gained is an important building block for the future hotel managers' careers.

10