

PRACTICAL ASSIGNMENT SEMESTER / 2 FOOD & BEVERAGE INDUSTRY INTERNSHIP AND 4 ROOMS DIVISION INDUSTRY INTERNSHIP

This task applies to all types of employment after semester 1 Food and Beverage Operations and Semester 3 Rooms Division Operations. Even if it is a permanent position or extended internship and you are not designated as an intern!

1 INITIAL SITUATION

In Semester 1 Food and Beverage Operations and Semester 3 Rooms Division Operations, you will have dealt extensively with the interdisciplinary topics in addition to the specialised content. Now you are starting your internship - the best opportunity to try out what you have learnt. To ensure that you also benefit from the internships in the area of interdisciplinary skills, you will be given a number of accompanying tasks.

2 TASK DEFINITION

2.1 SUBTASKS 1 & 2: INTERNSHIP CONTRACT AND OBJECTIVES/INTERNSHIP PROGRAMME

Make sure that you submit the SHL internship contract digitally to the internship supervisor (by e-mail to praktikum@shl.ch) for approval **before** the **start of** the internship (in accordance with internship regulations 4.1 para. 3). You can find the official internship contract on our website at <https://www.shl.ch/de/bildung/informationen/downloads> (menu → Education → Downloads → Internship).

Another component of the internship contract is the objectives and the internship programme. Define the technical and methodological objectives together with the person responsible for you in the company. You can define the social skills and personal competences yourself. What you have learnt in the ID Loop lessons will certainly help you with this

If you do not receive the SHL internship contract but an internal contract from the company, it is important that you inform SHL immediately. This contract must also be submitted **before** the **start** of employment. In this case, you will find the document of the objectives/internship programme in the download area at <https://www.shl.ch/de/bildung/informationen/downloads>.

2.2 SUBTASK 3: SELF-ASSESSMENT AND EXTERNAL ASSESSMENT

Send your carer the link for the **self-assessment and external assessment** at least **two to three weeks BEFORE** the exit interview. Then complete the **self-assessment and external assessment** document from your perspective as an employee **BEFORE** the exit interview.

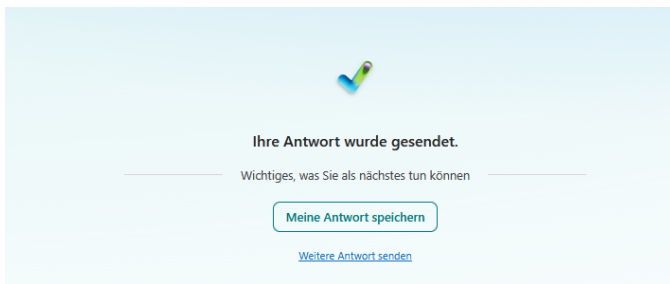
It is your responsibility to forward the link in a timely manner.

Here you will find the link for the self-assessment and external assessment

<https://forms.office.com/e/26tDrrbeF9>

The form is **bilingual**, so depending on the language setting of your browser, the survey will appear in German or English.

Important: After you have sent the self-assessment / external assessment. Click on "Save my answer" to receive your answer, which you should take with you to your exit interview.



2.3 SUBTASK 4: EXIT INTERVIEW

When you signed the contract, you defined the leaving date for your final interview. Please stick to this date as it is important for you and also for the company. Of course, the date may be postponed, but it is important that you are given the right to an exit interview. Prepare for the interview with your self-assessment. Compare the external assessment with the carer and discuss possible deviations

2.4 SUBTASK 5: EVALUATION OF THE COMPANY

You rate your training company! SHL will analyse the ratings and compile a ranking over time. Very successful, interesting and exciting internship companies, which also work in the spirit and values of SHL, may receive additional awards, such as the top spot on the job market, an award, etc. With this evaluation, you help us to work with the best and most suitable companies for training in the future

You as the student and the internship company will receive an e-mail with the questionnaire after completing the internship. You are required to complete this questionnaire.