



**Information to companies
regarding internships on the
Bachelor's Degree in
International Hospitality
Management**

Dear Company

Thank you for cooperation with Cphbusiness to educate of Bachelor's Degree in International Hospitality Management.

In this document we have collected information about what it means to have an intern from the Bachelor's Degree in International Hospitality Management.

If you have any questions, please contact the internship coordinator, Anna Diemer, at adi@cphbusiness.dk or tel: +45 3615 4718 for further information.

Why is it beneficial to have an International Hospitality Management student as an intern?

An intern can be of great value to a company because your company can:

- ✓ Actively participate in the education and development of a student both professionally and personally.
- ✓ Address a current issue that there may not be time for in daily operations.
- ✓ Conduct internal or external analyses with various aims.
- ✓ Meet a potential future employee/colleague.
- ✓ Bring new dynamics and "fresh eyes" to the company.
- ✓ Create the framework for a good exam project that may be directly implemented in the company.
- ✓ Gain new knowledge.

Degree Structure

International Hospitality Management is a full-time professional bachelor's degree programme that lasts 1½ years and emphasizes the interplay between theory and practice.

The programme is developed in collaboration with the business community and aims to provide students with an education that has an international focus within a broad spectrum of the hospitality industry, such as tourism, hotel management, or experience economy.

The programme increasingly appeals to related industries where companies need professional employees who have a special insight into creating great experiences for both customers/guests and employees.

The programme for a Bachelor's degree builds directly on a commercial academy education such as Service Management or Marketing Management, which takes 2 years to complete. Thus, it takes a total of 3½ years to obtain a professional Bachelor's degree in International Hospitality Management.

The programme focuses on several themes:

- 1st semester: Employee and organisational development, business operations, employability.
- 2nd semester: Hospitality and hosting, strategic value creation.
- 3rd semester: 12-week internship, followed by the bachelor's project.

The bachelor's project often addresses an issue within the internship company.

As a professional bachelor's graduate, the student is capable of handling various types of jobs aimed at solving practical and complex tasks within the management, operation, and development of businesses.

Purpose and Timing of the internship

The internship is a 12-week full-time programme that takes place from July to mid-October.

The purpose of the internship is to give the student the opportunity to apply the methods and tools learned during their studies to solve practical tasks in a company in Denmark or abroad. Cphbusiness expects that the tasks assigned to the student will have substantial professional content and that the company will allocate resources to guide the student.

During the internship, the student should work on professionally relevant issues and gain knowledge of relevant business functions.

The student can participate in the normal work routines and must work on a specific issue based on your company. This issue is the student's practical project and should constitute at least 1/3 of the total 12-week internship period but can be distributed over the period according to the agreement between the company and the student.

The project is defined in collaboration between the student and the company and approved by Cphbusiness.

For the student to gain the necessary insight into the company's tasks and routines, it is essential that the company is willing to allocate resources so the student can ask and receive answers to relevant questions. As a rule, a company can have 1 intern per 5 employees.

In other words, the company must be willing to share knowledge and have the resources to do so. In return, the company gets an unpaid, well-educated, and dedicated intern who can perform tasks in many areas.

Examples of Work Assignments

Here are examples of projects that interns have previously completed for companies:

Adjusting and testing an onboarding programme for young workers at a restaurant chain to attract more qualified applicants and retain new, young employees.

Analysing how a specific catering area can be developed to create better guest experiences and creating an implementation plan.

Establishing, maintaining, and evaluating a training platform for existing employees at a large hotel chain.

Conducting internal analyses of managers' attitudes towards a company merger and

providing suggestions for subsequent attitude adjustment strategies.

Investigating how an event company can attract a new segment of Norwegian bridal couples to strengthen the business in this market.

Developing a strategy and action plan to streamline and enhance information and communication to a specific segment of the company's customers.

The student must have knowledge of:

- Development-based knowledge about the profession's and the internship site's practices as well as applied theory and methods.
- The ability to reflect on the company's methods and practices in relation to the theory used in their studies.

The student must have skills in:

- Applying the company's methods and tools and mastering the skills related to the internship site and the hospitality industry.
- Assessing practical and theoretical issues, collecting data, and based on this, justifying and selecting relevant solution models for the issues.
- Communicating the professional issues and solution models to colleagues and collaborators.

The student must have competencies in:

- Managing complex, development-oriented tasks.
- Independently participating in professional and interdisciplinary collaboration in the company and taking responsibility.
- Identifying their own professional and personal learning needs during the internship and developing their own knowledge, skills, and competencies in relation to the company.

Salary

The internship is unpaid as the student is entitled to SU on this degree. An internship agreement is drawn up between the company and the student.

Unpaid internships provide the opportunity for a recognition.

Companies offering unpaid internships have the opportunity to show appreciation for the student's efforts through a recognition. As of July 2023, the amount limit is 3,375 DKK per month. The amount is adjusted annually. Further information can be found on su.dk.

A recognition is voluntary on the part of the company and not a requirement for the unpaid internship.

Insurance

- [Internship in Denmark](#)

According to §§ 48 and 49 of the Act on Industrial Injuries Insurance, it is the duty of the internship company to insure the student during the internship if the internship takes place in Denmark.

- **Internship abroad**

Students taking internships abroad are generally covered by the internship company's industrial injuries insurance if the labor market legislation of the internship country requires companies to insure students on internships.

If there is no legal requirement, the student may choose to take out liability and accident insurance themselves. If the student fails to insure themselves, they assume full responsibility for any damage caused or suffered during the internship, both during free time and during the internship itself.

Cphbusiness cannot and may not arrange separate insurance for the student, neither during internships in Denmark nor abroad.

Cphbusiness is not obliged to be aware of or inform the student about international labor market rules regarding international internships. The student must familiarize themselves with the rules in the respective country.

Roles and Responsibilities between Student, Company and Cphbusiness

The Student

- Enters into an internship agreement with the company
- Complete the Cphbusiness digital internship agreement
- Participates in daily work tasks in accordance with the agreement with the company
- Acts as an employee of the company and acts in accordance with the company's values/regulations.
- Completes Cphbusiness' evaluation form prior to completing the internship

The Company

- Enters into an agreement about internship with the student
- Approves digital internship agreement sent via email
- Provides relevant introduction to the company
- Provides knowledge resources and possibly physical resources, plus appoints a contact person for the student
- Gives the student permission to collect information in relation to academic assignments
- Sets requirements for reporting in the company
- Completes Cphbusiness' evaluation form after completing the internship

Cphbusiness

- Sends digital internship agreement to the company
- Approves the internship agreement in relation to the purpose of the internship
- Provides feedback to the company and student regarding the conclusion of an internship agreement
- Is the company's collaboration partner throughout the internship
- Provides academic internship supervisor for the student

Internship Agreement

Prior to the internship, the student and the company jointly agree on which tasks should be included in the internship, including the specific problem that the intern will contribute to solving. The agreement must be approved by Cphbusiness.

In collaboration with the student, the internship company is responsible for ensuring that the internship meets the content of the agreement.

Expectation Alignment

For the benefit of all parties, it is important to focus on aligning expectations before the internship begins.

We strongly recommend that the company and the student align their expectations for the internship and incorporate this into the agreement between the company and the student.

Cphbusiness assists in ensuring that the expectations are within the framework of an internship.

Practical Information

Illness

In case of illness, the student must immediately inform the internship company.

If the illness lasts for more than a week, the student must inform both their supervisor and the internship office at Cphbusiness. Based on the individual case, it will be assessed whether the internship should continue or be terminated.

Holiday

As a general rule, it is not possible to take holiday during the internship period.

In the few cases where it is desired and feasible, permission must be obtained from both the internship company and Cphbusiness before the holiday begins.

Contact

If your company is interested in getting in touch with students seeking internships in International Hospitality Management, you are welcome to send us an internship advertisement, which we can forward to the students.

An internship advertisement should ideally be in Word/PDF/Link format and typically include:

- Information about your company
- Examples of tasks
- Desirable candidate qualities
- Contact information

For further information, you are always welcome to contact internship coordinator Anna Diemer | Email: adi@cphbusiness.dk | Phone: +45 36 15 47 18

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