**Internship Report on Four Major Department of Hotel ABC, Pokhara (***font size 18)*

**Submitted By:**

**Name of the Student**

Symbol No. ……………

CTEVT Reg. No. …..................

**Submitted to**

Council for technical education and vocational Training

**Pokhara Technical School**

Phulbari, Pokhara, Kaski

*In the partial fulfillment of the requirements for the degree of*

**Diploma in Hotel Management (DHM)**

*(font size 14)*

*Pokhara*

*September, 2018 (font size 14)*

**LETTER OF CERTIFICATION**

*(as issued by the training hotel, use photocopy only)*

*(This page should be in letter head of the college)*

**APPROVAL LETTER** *(font size 16)*

The industrial exposure report submitted by **Name of the student** entitled **Topic of the Report** has been accepted as a partial fulfillment of the requirements for the completion of Diploma in Hotel Management. *(font size 14)*

**Approval Committee**

………………………..

Principal

…………………………….

HOD

………………………………

Examiner

………………………………

Examiner

Date: ………….

**ACKNOWLEDGEMENTS** *(needs separate page)*

*(With some background of the industrial exposure/internship, you may express gratitude or thanks to those who gave you substantial support, help, guidance or assistance in completing the training and preparing this report)*

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**Abbreviations** *(if necessary)*

**CHAPTER 1: …………………………………..**

*(Create each chapter in new page, headings and subheadings should be arranged systematically starting from INTRODUCTION and ends with CRITIQUE except in first and last chapters)*

**CHAPTER 2: …………………………………..**

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**REFERENCES** (*if necessary)*

*(Use APA format or references, reference list should be arranged in the ascending order, it could be for books, booklets, brochure, articles and some normal texts)*

**APPENDIX** (*if necessary)*

*(Use for complete organization chart and large tables/figures/photos or calculations, if any)*

***(Information should be mentioned in your Internship report)***

1. Introduction: Describe the objective of internship and where your internship was carried out (company, department, location, etc.). Summarize your internship goals, activities, and accomplishments. Descript why this internship report can be useful to you and other readers. (less than a page)
2. Establishment Information
   1. Background of establishment (Name, history, chain, etc.)
   2. Location – include a location map
   3. Nature of establishment (Type of products or services, Number/ type of guestrooms, market, growth potential, etc.)
   4. Establishment organization chart, Board of Director
3. Your place in the establishment
   1. Your job title.(Trainee, in capacity of …………..position)
   2. Copy of your job description for the position you are assigned plus specific tasks for each duty or department in the job description.
   3. Copy of your each departmental organization chart, noting your position.
   4. Description of the establishment’s recruitment, orientation, training, evaluation procedures, including training system as much as you know.
4. Self-Critique
   1. What are your three primary strengths? Give examples of what you did well.
   2. What are three areas that you would like to improve? Give examples of what you would do differently if you have a 2nd chance.
5. Critique of PTS
   1. What PTS helped in preparing you before entering the internship
   2. Suggestion of what to be added in the teaching lesson.
   3. Suggestion for improvement in the school.
6. Value of work experience
   1. Analyze the work process
   2. What did you learn from this internship experience?
   3. What areas in which you learned new techniques or skills?
   4. Changes in your ideas about this line of work or the industry
   5. Changes in your level of confidence about your abilities to work and deal with people and situations
   6. Summarize the usefulness of your internship in advancing your understanding of the hospitality profession.
7. Summary, Conclusions and Recommendation
   1. Could you have prepared yourself better beforehand to get more out of this internship experience?
   2. Would you enjoy working for this organization on a permanent basis?
   3. Your appreciation to what/who drove you to succeed the internship.
   4. Your future plan in Hospitality industry.
8. Appendices
   1. Monthly report
   2. Midterm Summary
   3. Final Summary
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