HOSPITALITY INTERNSHIP
APPLICATION PACKET

Since 1976, Hilton Head Health (H3) has offered something truly unique: an effective personalized weight loss and wellness program developed through 40 years of experience. For our guests, losing weight is not the goal - it’s the result of learning how to enjoy a healthier lifestyle to bring home. A new way to live shaped through optimal fitness, gourmet-quality nutrition, and genuine emotional support. An all-inclusive stay at our weight loss resort and wellness spa will give our guests the tools to continue living a healthy lifestyle back at home.

Located within the scenic 800-acre Shipyard Plantation on Hilton Head Island, South Carolina, our weekly wellness retreat and 4-week weight loss program are customized to support each guest’s unique goals. Our programs provide the variety needed to individualize their stay.

Fitness, nutrition, weight loss, stress management, longevity or relaxation - we promise to design a comprehensive experience tailored specifically for our guests.

The foundation for all H3’s programs are based off our 38-year award-winning Living Well program. This weekly program is designed for the individual who is ready to make a true lifestyle change. The program features a blend of experiences that represent the philosophies of H3 in the areas of nutrition and healthy eating, fitness and mobility, stress management and mindfulness.

The LOSE WELL 4 weight loss program is designed for those who are looking for a structured, long-term program to support sustainable weight loss and weight management. The program includes the principles of the H3 Living Well program, delivered through a combination of small group sessions, small group fitness trainings and individual consultations, along with coaching follow-ups.

H3 Hospitality Internship
As a unique weight loss, lifestyle modification and disease prevention program, located in a resort setting, Hilton Head Health has the best singular opportunity to provide exceptional learning and training experiences for Hospitality Management professionals. The intern can expect guidance and support from a highly trained professional staff with expertise in their related hospitality area.

Our intention is to extend and expand the intern’s education. While providing opportunities for them to reinforce their strengths, interns will also address and strengthen weaker areas of interest or talent. Ideally, this will allow the intern to participate in an extensive learning opportunity.

The intern’s professional development is the emphasis of the H3 Internship Program. Responsibilities will be educationally value-added. Assignments will be driven by answering the question, “How will the intern be educated in this area - how will this give them better understanding and render them more
marketable?” We intend for the intern to be exposed to the myriad of concepts and responsibilities that result in H3’s success.

**Curriculum**

Both **graduate** and **undergraduate** students obtaining degrees in Hospitality Management or other relevant fields can participate in this “hands-on” practical training. Internships are **16 weeks** in duration.

Upon completion of the internship, the intern will have made useful contributions to Hilton Head Health through participation in Program activities, Guest Services Department, Transportation, Sales & Marketing, Culinary Services and projects related to H3’s philosophy. The H3 Hospitality Internship program **will last 16 weeks**, progressing through each of the following areas:

**Weeks 1-2: Internship Orientation Period**

During Week 1, Intern will attend orientation with registered guests and participate in select Program classes while beginning to take on intern responsibilities. Typical responsibilities include Recreation and Guest Arrival Preparation.

During Week 2, ongoing responsibilities will be added to intern schedule.

**Weeks 3-15: Hospitality Experience – Dining Services, Guest Services**

1) Exposure to: research and active participation in Guest Services, including check-ins, check-outs, accommodation approvals, and other relative matters
2) Exposure to: active participation in a variety of customer service areas including culinary services, sales, concierge services and transportation
3) Exposure to: manage marketing materials in all H3 villas
4) Exposure to: inspection of housing twice a week
5) Exposure to: research and active participation in recreation activities

**Week 16: Project Presentation and Internship Analysis**

Intern presents selected subject matter (selected by degree supervisor or with assistance from Internship Supervisor) to staff

**Eligibility:**
Eligible applicants must be **enrolled** in a graduate or undergraduate degree-seeking program in Hospitality Management or a related field.

**Special Qualifications:**
Students working in this program should have the following qualifications:

1. Customer service etiquette
2. A general understanding of the essential functions of good health
3. Genuine interests in helping guests achieve a healthy lifestyle
4. Familiarity with computer and applicable software packages
5. Ability to work in a professional setting alongside a professional staff
6. Current CPR Certification
7. Student Liability Insurance
8. Clean driving record

May 2017
Duration
Hilton Head Health will accommodate students during each season. Length of internship is **16 weeks**.

Wages, Room and Board
This internship is a full-time, temporary, non-exempt position, paid at an hourly rate of $7.25. You can expect to work between 35-45 hours per week. You will be housed in an H3 managed unit, close to the facility, and will be part of the H3 meal plan (lunch and dinner daily). There will be a weekly payroll deduction of $100 for the housing and meal plan. Payroll is distributed every other Friday and is subject to applicable taxes. As a temporary employee, you will not be eligible for full-time benefits.

Application Deadline
Applications will be reviewed on a rolling-admission basis.

For Internships falling between January and April/May (spring) – deadline: **September 30th**

For Internships falling between March and July/August (summer) – deadline: **January 31st**

For Internships falling between August and December (fall) – deadline: **June 1st**

CONTACT PERSON:
For additional information or an application, please contact:
**Stacie Colella**, HR Representative
Hilton Head Health
14 Valencia Rd.
Hilton Head Island, SC 29928
843-785-3286 x152
scolella@hhhealth.com
Hilton Head Health Internship Program

Application

Please provide all information requested and submit to:

Hilton Head Health
Attn: Stacie Colella
14 Valencia Rd.
Hilton Head Island, S.C. 29928

*Incomplete and/or ineligible applications will not be accepted.

APPLICATION DEADLINE
For 16-week Internships falling between January and April/May – deadline: September 30th
For 16-week Internships falling between March and July/August – deadline: January 31st
For 16-week Internships falling between August and December – deadline: June 1st

I. APPLICANT INFORMATION

Name & Credentials: ____________________________

Mailing Address: ______________________________________

Phone: (Home) ____________________ (Work) _________________

E-mail address: __________________________ Social Security Number: ___ - ___ - ____

II. ACADEMIC INSTITUTION INFORMATION

Name of Institution: ____________________________

Address: ______________________________________

Does your University require an Internship? ( ) YES ( ) NO
If yes, how many hours are required? _______________
Name of Faculty Advisor: ________________________ Telephone: ____________

III. STUDENT/APPLICANT CREDENTIALS

Please enclose the following documents in the order requested:

• Resume or c.v.
• Current transcripts and grade point average (nonofficial copies are adequate)
• Copy of CPR card
• Three written references (one each from your Advisor, employer, other)

May 2017
IV. AVAILABILITY
Indicate time frame you are available for a 16-week internship:


V. FACULTY RECOMMENDATION

List names, addresses, and telephone numbers below for two faculty members who can support you as a qualified candidate for this program. These references may or may not be contacted.

A.

B.

VI. APPLICANT ESSAY: In an essay of 500 words or less, please address the following:

A. Your academic experience and career goals

B. Highlight any academic or professional experiences, special skills or talents as they relate to the internship opportunity

C. Your motivation for applying for the described internship opportunity

VIII. SIGNATURE OF APPLICANT

By signing below, I certify that I am eligible to apply to the Hilton Head Health Internship Program, that I meet the eligibility requirements as described above, and the information that I have provided in this application is accurate.

Print/type name & credentials  Signature  Date

IX. HOW DID YOU HEAR ABOUT THE HILTON HEAD HEALTH PROGRAM INTERNSHIP?


May 2017