



ITHQ Internship Programs

Summer 2023

General requirements:

- All of our programs include mandatory internships. Students may choose which enterprise and destination they prefer applying for.
- Depending on the school program, the length of our internships range from 2.5 to 5 months.
- Each and every enterprise gets to interview interested students and select their preferred candidates.

Salary and benefits:

- Internships must be paid an hourly salary according to State Regulations, or provincial/federal laws in place, no less than the minimum wage.
- If outside the province of Québec, staff accommodation is required. It may be included in the benefits or be offered as paid accommodation.

Insurance:

- All students are responsible for and must be covered by the following, prior to leaving and for the entire duration of the internship:
 - Medical/Health insurance;
 - Liability insurance.

Evaluations:

- Interns must be evaluated twice during their internship
 - Midterm evaluation after completing half their internship;
 - Final evaluation at the end of their internship.



Placement process:

- Interested partners need to fill out the Internships Questionnaire via the appropriate Placement Advisor;
- After September 30th, the Placement Advisor will share the list of international partners with the students;
- The Placement Advisor will then collect applications from interested candidates and send them directly to the partners;
- The hiring process starts, between the student candidates and the partner independently;
- The Placement Advisor needs confirmation as soon as a job has been confirmed between the student and partner, and the official Internship Agreement will be drafted for signatures;
- Once all 3 parties (the ITHQ, the Partner and the Student) have signed the Internship Agreement – the internship is officially accepted and confirmed, and has to be honoured as a contract.

At any moment, the Placement Advisor and the Internship Department of ITHQ remain available for any and all questions.

stages-internships@ithq.qc.ca



Programs and Internship Requirements

Program	Internship Period	Minimum Hours	Minimum Weeks	Job Positions
Restaurant Management	1 st year students: ITHQ End of May to end of August*	415 hours	14 full-time weeks	Cook, Line Cook, Pantry Cook, Food & Beverages Attendant, Bar Attendant, Assistant Sommelier or Assistant Maître d'Hôtel. Depending on the student's educational pathway and their field of study, specific job and/or location requirements may be added.
	2 nd year students: ITHQ, Cégep Montmorency Early June to end of August*	390 hours	12 full-time weeks	
Tourism Management	1 st year students: ITHQ End of May to end of August*	390 hours	12 full-time weeks	Front Desk Agent, Guest Services Agent, Reservations Agent, Concierge, Experience Agent, Animation Team Member, Tour/Package Attendant, Meetings and Events Coordinator, Group Coordinator, Activities Counselor or Instructor, Health Club / Spa Attendant or Tour Guide.
	2 nd year students: ITHQ End of May to end of August*	415 hours	14 full-time weeks	
Hotel Management	1 st year students: ITHQ End of May to end of August*	415 hours	14 full-time weeks	Front Desk Agent, Guest Services Agent, Guest Relations Agent, Reservations Agent, Lobby Attendant, Bell Person, Activities Coordinator, Food & Beverages Attendant, Banquet or Restaurant Server, Busser/Runner, Host(ess), Buffet Attendant, Housekeeping Attendant, or any other job position in the hotel industry directly dealing with customer service.
	2 nd year students: ITHQ End of May to end of August*	420 hours	12 full-time weeks	
Cuisine & Gastronomy	1 st year students: ITHQ Early June to end of August*	390 hours	10 full-time weeks	Cook, Line Cook, Pantry Cook
Professional Pastry Making	1 st year students: ITHQ End of May to end of August*	390 hours	10 full-time weeks	Pastry Cook, Junior Pastry Cook, Baker, Junior Baker, Entremetier, Junior Entremetier, Tourier, Junior Tourier, Fournier, Junior Fournier, Chocolatier, Junior Chocolatier, Glacier (Ice Cream Attendant), Junior Glacier, Restaurant Pastry Cook or Baker.
Applied Bachelor in Hospitality and Hotel Management	1 st year students: ITHQ Early May to early October*	675 hours	17 full-time weeks	Front Desk Agent, Guest Services Agent, Guest Relations Agent, Reservations Agent, Lobby Attendant, Bell Person, Activities Coordinator, Food & Beverages Attendant, Banquet or Restaurant Waiter, Buffet Attendant, Housekeeping Attendant, or any other job position in the hotel industry directly dealing with customer service.
	2 nd year students: ITHQ Early May to early October*	675 hours	17 full-time weeks	Accommodation Supervisor, Restaurant Supervisor, Assistant Sales Manager, HR Assistant or Counselor, etc.
B.B.A. in Tourism and Hotel Management	1 st , 2 nd or 3 rd year students Dates flexible	400 hours	10 full-time weeks	Accommodation Supervisor, Restaurant Supervisor, Maître d'Hôtel, Assistant Sales Manager, Sales Manager, Banquet Coordinator, HR Counselor, etc.

*Dates susceptible to change depending on the school calendar.