

# Industry Externship Employer Partner

Version 4

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The Hotel & Restaurant Services Management Diploma (HTM) program at Seneca Polytechnic is dedicated to equipping students with practical industry experience, ensuring they are well-prepared to excel in the Tourism and Hospitality industries. We believe that partnerships with esteemed organizations like yours are crucial to providing our students with the necessary hands-on experience.

By partnering with us, you have the chance to increase brand visibility on campus. Additionally, we provide an opportunity for you to nurture and foster talent for your future recruitment needs. Most importantly, you gain access to an ambition-driven and job-ready pool of employees who have received practical training at our state-of-the-art facilities, such as the Hospitality Lab.

Our **Externship program** is a mandatory requirement for HTM students to complete **hours of paid work experience** within 6 months (May to October) allowing them to apply their classroom knowledge in a practical setting.

## Externship Host Guidelines

Thank you for your interest in participating in the School of Hospitality and Tourism's Externship Program! Your participation in our Externship program is invaluable in providing our students with valuable real-world experience and ensuring their successful transition into the workforce.

As an externship host, you have the opportunity to contribute to the professional development of our students and shape the next generation of skilled professionals in the industry.

The Externship Host Guidelines have been developed to provide you with comprehensive information and guidance on hosting our students.

These guidelines outline the expectations, responsibilities, and benefits of being a placement

host.

By adhering to these guidelines, you will help create a positive and meaningful learning experience for our students while also benefiting from their contributions and fresh perspectives.

## Externship Schedule

Our Externship Program is only offered in the Summer Term leading to the first three weeks of the Fall Semester, in the months of May to October.

All students must be employed at a paid employment location for six months.

[\*\*Click Here to See Seneca's Important Dates\*\*](#)

## Required Paperwork

To proceed with the Externship program and take advantage of these benefits, we kindly request that you complete the **Employer Agreement Form** presented to you by our student. Once completed, please submit it to our student who is responsible for uploading your completed form.

## Duration and Time Commitment

Students are required to complete hours for their Externship.

Work schedules can be flexible and completed within the semester at their discretion, subject to agreement with their supervisor.

## On The Job Commitment

Our students are required to sign an Externship Responsibility Agreement with Seneca Polytechnic. This agreement ensures that they understand their responsibilities and the objectives of the program and commit to completing their placement with professionalism and dedication.

## Provision of Paystub

Externship hosts are required to provide paystubs to students according to provincial guidelines.

**These paystubs will serve as documentation of the hours worked by the student for your company.** Students will submit these paystubs as assignments, and these paystubs will be used to accurately track the number of hours they have worked during their externship.

## **Supervision and Mentorship**

Students must be supervised - directly or indirectly.

Indirect supervision can mean that the trainer does not have day-to-day, direct contact with the student during the externship. The supervisor must ensure providing guidance and support to the student during their externship, fostering a positive learning environment.

## **Absence and Punctuality**

Regular attendance, punctuality and reliability are vital components of the Externship program.

It is the responsibility of the student to notify the employer immediately if they are going to be absent from work. Other than for extreme emergencies or serious illness, regular attendance must be maintained.

## **Vacation**

During the Externship, students are **not** entitled to a vacation. Vacation pay is included in the student's salary. Under exceptional circumstances, the student may request vacation prior to the start of employment.

**This must be approved in advance by the Professor and the employer.**

## **Dress Code**

Professional grooming is required and expected of the students. If you will require a uniform, students are expected to wear them neatly and professionally

## **Termination/Dismissal**

The employer has the right to dismiss the student for just cause. The student must notify the Professor immediately when dismissed from the externship. The circumstances surrounding the termination will be reviewed with the student, employer, and Professor.

## **Externship Evaluation**

The student is evaluated at the end of the Externship period through your evaluation of the student's performance.

The field placement coordinator or professor will connect with you towards the end of the placement, around September or October to provide you with the appropriate evaluation forms.

## On Site Visits/Externship Monitors

To assess student progress and performance, our team may aim to visit the student and supervisor at their place of employment whenever possible.

During these site visits, a site visit report is completed by the professor, employer, and student.

# Benefits of Hiring Our Hospitality Students

## Access to Fresh Perspectives

Access to a pipeline of passionate, motivated and career-driven employees. By hiring our students, you bring in fresh perspectives and innovative ideas. Their recent exposure to industry trends and their academic background allows them to offer unique insights and approaches to problem-solving.

## Up-to-Date Industry-Relevant Knowledge and Skills

Our students are equipped with the latest industry-relevant skills and knowledge through their coursework and practical training. This enables them to quickly adapt to your organization's processes and contribute effectively from day one.

## Cost-Effective Talent Acquisition

Hiring our students provides a cost-effective solution for talent acquisition.

## Long-Term Talent Development

By hiring our students, you have the opportunity to cultivate long-term talent within your organization. Many of our students are eager to grow their careers with a supportive employer, enabling you to build a pipeline of skilled professionals who are already familiar with your company culture and operations

## Contact our Externship Team

You can always contact the Externship Team with any questions or to discuss the student's progress.

Your suggestions and opinions are always appreciated. If you have any questions or questions concerning our student, please connect with our Externship Team:

**Hospitality Program Coordinator:**

**Heather Laver** at [heather.laver@senecapolytechnic.ca](mailto:heather.laver@senecapolytechnic.ca)

**Field Placement Assistant:**

**Camille Bayarcal** at [camille.bayarcal@senecapolytechnic.ca](mailto:camille.bayarcal@senecapolytechnic.ca)

Thank you for supporting the development of our students. By working together, we can create meaningful opportunities that benefit both your organization and the next generation of professionals in the Hospitality industry!