

# Hilton Head Health Institute Hospitality Internship Program

## Application Packet

The Hilton Head Health Institute (H<sup>3</sup>I) is a clinically proven, program driven, Lifestyle Modification and Weight Loss Program. Our curriculum is designed to provide an ideal balance of structured learning and experiential activities resulting in a lifestyle change that is both *measurable* and *sustainable*.

Fundamental to our belief system is that individuals must take *personal responsibility* for their health. Only then can one strive for a positive outcome. Based on this belief, the Institute program is founded on the following principles:

- **Clinically Proven**
- **Lifestyle Enhancing**
- **Longevity Based**
- **Wellness Oriented**
- **Health Promoting**
- **Self-Discovery Driven**

The Hilton Head Health Institute provides a unique blend of structure and support located in a resort environment to create a peaceful and relaxing learning retreat. Our programs provide education and experience from the four main elements essential to total wellness:

<b>Lifestyle Management™</b>	-stress reduction, mind/body health, mindfulness, and self-concept
<b>Lifestyle Education™</b>	-disease prevention, health habits, nutrition, weight management
<b>Lifetime Fitness™</b>	-healthy activity, sport specific exercise, injury prevention
<b>Total Lifetime Nutrition™</b>	-H <sup>3</sup> I nutrition plan, meal planning, culinary demonstrations, nutrition recommendations

Our highly qualified professional staff includes health educators, exercise physiologists, registered dietitians, behavior counselors, physical therapists, registered nurses, culinary experts and hospitality professionals.

Each guest is assigned a Lifestyle Coach who serves as a personal guide and mentor to assist in the transition to a healthy lifestyle. Together, they develop an individualized action plan based upon current health status, personal health goals, and readiness for change. Guests then work closely with their Lifestyle Coach to achieve their goals and progress to a successful home-based program.

The Institute is recognized as a leading facility for Weight Loss and Weight Management. For over 30 years, our programs have helped countless people feel better, look better, and get healthy. Based on sound, clinically proven principles and located in a relaxed and

caring atmosphere, H<sup>3</sup>I's goal is to improve quality as well as longevity of life. At the Hilton Head Health Institute, we want to help you *Get Serious™* about your health.

### **H<sup>3</sup>I Hospitality Internship Program**

As a unique destination spa, Hilton Head Health Institute has the best singular opportunity to provide exceptional learning and training experiences for Hospitality professionals. The curriculum will expose the intern to all of H<sup>3</sup>I Program sectors of customer service. The intern can expect guidance and support from a highly trained professional staff with expertise in the Hospitality field. Specifically, the Hospitality Intern will be supervised and mentored by the Director of Guest Services.

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 H<sup>3</sup>I Internship Program. Realizing that the intern is not a staff member, 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 the Institute'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 will be **16 weeks** in duration.

Upon completion of the internship, the intern will have made useful contributions to the Hilton Head Health Institute, Program activities, Guest Services Department, and projects related to H<sup>3</sup>I's philosophy.

The H<sup>3</sup>I 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 dining and concierge services
- 3) Exposure to: the scheduling and arrangements for housekeeping/maintenance
- 4) Exposure to: communication skills necessary for developing owner relations
- 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

**Duration:**

The Hilton Head Health Institute will accommodate students during each session. Length of internship is **16 weeks**.

**Housing, Board, Stipend:**

Housing and H<sup>3</sup>I meal plan are provided to the intern. Weekly \$100 stipend.

**Application Deadline:**

Applications will be reviewed on a rolling-admission basis.

For 16-week Internships falling between January and April/May–deadline: **September 30<sup>th</sup>**

For 16-week Internships falling between March and July/August–deadline: **January 31<sup>st</sup>**

For 16-week Internships falling between August and December – deadline: **May 1<sup>st</sup>**

**CONTACT PERSON:**

For additional information or an application, please contact:

**Stacie Colella**

Hilton Head Health Institute

14 Valencia Rd.

Hilton Head Island, SC 29928

**E-MAIL:** [scolella@hhhealth.com](mailto:scolella@hhhealth.com)

**PHONE:** (843) 785-3286 ext. 152

**FAX:** (843) 785-2340

# Hilton Head Health Institute Hospitality Internship Program

## Application

Please provide all information requested and submit to:

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

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

**APPLICATION DEADLINE:** All applications for internship must be received by the close of business, **May 1<sup>st</sup>**

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### I. APPLICANT INFORMATION

Name & Credentials: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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### 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: \_\_\_\_\_

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### 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 of the transcript are adequate)
- Copy of CPR card
- Three written references (one each from your Advisor, employer, other)

**IV. AVAILABILITY**

Indicate time frame you are available for a 16-week internship: \_\_\_\_\_

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**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.

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**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
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**VIII. SIGNATURE OF APPLICANT**

By signing below, I certify that I am eligible to apply to the Hilton Head Health Institute Hospitality 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

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

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