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## Disney College & International Program Internship

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### THE DISNEY COLLEGE & INTERNATIONAL PROGRAM INTERNSHIP

**Credit Recommendation:** In lower division baccalaureate/associate degree category or upper division baccalaureate degree category, 3-9 semester credits (based on the duration of field experience) in internship in hospitality, business or cooperative education (8/08) (4/11). For Example:

- Spring or Fall Programs (5 months) = 6 semester credits
- Spring Advantage or Fall Advantage (7 months) = 9 semester credits
- Summer Program (3 months) = 3 semester credits

**The Disney College & International Program Internship** offers participants an opportunity to obtain valuable work experience within a Fortune 100 Company. This course structures a fieldwork experience where participants will take part in and reflect on the Disney College & International Program Internship experience, as well as all prior/subsequent work experience, by incorporating the learning experiences noted in the AACSB's Assurance of Learning Standards Report (2007) as well as utilizing the transferable skills noted in the Secretary of Labor's SCANS (Secretary's Commission of Achieving Necessary Skills 1991) report. While the Disney College & International Program is a non-technical skill internship, it is defined as supervised employment extending classroom based occupational learning at on-the-job learning stations that may or may not relate to the participants' educational or occupational goal.

### THE DISNEY COLLEGE & INTERNATIONAL PROGRAM INTERNSHIP COURSE LEARNING OBJECTIVES

To utilize a directed working and learning experience to expand knowledge of successful career practices that achieves the following learning outcomes:

- Investigate the heritage, culture, and business standards of a Fortune 100 company.
- Demonstrate specific property awareness by investigating the brand and uniqueness of the area.
- Demonstrate familiarization of a specific work location.
- Learn the basic understanding of regulatory requirements within specific lines of business.
- Demonstrate understanding of the specific line of business and how it is aligned with the overall objectives for the *Disneyland*® Resort, *Walt Disney World*® Resort, and The Walt Disney Company.
- Increase understanding of specific lines of business by acquiring new knowledge or skills.
- Investigate career and professional development opportunities within the *Disneyland*® Resort, *Walt Disney World*® Resort, and The Walt Disney Company.
- Utilize the Disney College & International Program work experience to identify transferable skills.
- Design, plan and execute on-campus activities to promote advocacy and awareness of the Disney College & International Program.

## **THE DISNEY COLLEGE & INTERNATIONAL PROGRAM INTERNSHIP REQUIREMENTS**

### Program Participation:

In order to receive credit for the Disney College & International Program Internship Course, participants must successfully complete their internship program as outlined in their offer package, all of the required learning components, and all three of the Fieldwork Experience Evaluations. Participants who do not successfully complete their internship program will not be eligible to receive credit for this course. Exceptions to this policy will be handled on a case-by-case basis by the College & International Program Administration.

### Required Learning Components:

All required components are outlined on pages 3-4 of this Syllabus.

### Fieldwork Experience Evaluation:

- Three specific Fieldwork experience meetings are conducted periodically throughout the length of each participant's specified program. Each meeting is designed to allow time for each participant, and their work location leader, to discuss their progress on the program, the goals each participant wants to achieve during their program, and how to use the skills they are acquiring.
  - Meeting #1: Setting Expectations
    - Discuss each other's background
    - Review your new-hire experience
    - Outline each other's expectations
    - Discuss the tools and resources available to you during the program.
  - Meeting #2: Understanding the Value of The Program
    - Discuss the transferable skills gained on the program
    - Identify career-planning resources
    - Discuss what types of learning is being acquired
  - Meeting #3: Final Review of The Program
    - Completion of a Cast Member Performance Review
    - Discuss departure processes and details
    - Identify future Disney employment opportunities
    - Provide feedback about the program
- The Cast Member Performance Review is conducted as part of the final fieldwork experience meeting. This review is designed to provide a final review to each participant on their performance in the fieldwork experience and demonstrated performance as aligned with The Walt Disney Company Leadership Competencies.

### **DISNEY COLLEGE & INTERNATIONAL PROGRAM RESPONSIBILITIES:**

- The Disney College & International Program, and designated representatives, agrees to provide adequate training, supervision, facilities, and equipment to achieve the on-the-job objectives.
- Complete all of the required fieldwork experience evaluations.
- Maintain appropriate records of internship program participation, training, and fieldwork experience.
- Comply with all appropriate federal and state employment regulations as required by law.

### **PARTICIPANT RESPONSIBILITIES:**

- Participants must successfully complete their internship program as outlined in their offer package.
- Successfully complete all of the required learning components.
- Successfully complete all of the required fieldwork experience evaluations.
- Understand and adhere to the outlined learning objectives for the work internship program. These objectives are considered the source of record for the participant's evaluation and basis for awarding credit.

***The Disney College & International Program Internship Course is a pass/fail course. In order to earn a passing grade, participants must complete all of the required components listed above.***

Required Learning Component	Learning Objectives	Learning Outcomes	Evaluation Measurements
1. Traditions	Investigate the heritage, culture, and business standards of a Fortune 100 Company.	Increased awareness of the Disney Look, guest service guidelines, guest expectations, history of company, and working with integrity.	<ul style="list-style-type: none"> <li>• Models the Disney values</li> <li>• Respects, appreciates, and values everyone</li> <li>• Develops and maintains positive relationships with other Cast Members</li> <li>• Respects the heritage and traditions of the Company</li> </ul>
2. Property Orientation	Demonstrate specific property awareness by investigating the brand and uniqueness of the area.	Awareness of property heritage and traditions, and gather information on various attractions, services, and unique opportunities for the Guest.	<ul style="list-style-type: none"> <li>• Develops and maintains positive relationships with other Cast Members</li> <li>• Creates a positive Guest experience</li> <li>• Understands area mission/ vision</li> <li>• Displays ownership and accountability</li> <li>• Respects the heritage and traditions of the Company</li> </ul>
3. Location Orientation	Demonstrate familiarization of a specific work location.	Increased understanding of the workplace and the surrounding areas; assignment of Manager/ Leader; and obtain overview of on-the-job training.	<ul style="list-style-type: none"> <li>• Develops and maintain positive relationships with other Cast Members</li> <li>• Creates a positive Guest experience</li> <li>• Displays ownership and accountability</li> <li>• Respects the heritage and traditions of the Company</li> <li>• Attends work regularly</li> </ul>
4. Line of Business Training	Learn the basic understanding of regulatory requirements within the participant's specific line of business.	Learn about safety, blood borne pathogens, hazardous communications, the Disney Quality Standards, and other training as required by the participant's specific line of business.	<ul style="list-style-type: none"> <li>• Promotes Teamwork</li> <li>• Makes Guest-focused decisions</li> <li>• Delivers Disney Quality Standards</li> <li>• Understands area mission/vision</li> <li>• Displays ownership and accountability</li> <li>• Respects the heritage and traditions of the company</li> <li>• Attends work regularly</li> </ul>
5. OJT Training	Demonstrate understanding of the specific line of business and how it is aligned with the overall objectives for the <i>Disneyland</i> ® Resort, the <i>Walt Disney World</i> ® Resort, and The Walt Disney Company.	On-the-job training to understand their specified role within a line of business; hands-on application of knowledge and skills acquired in Line of Business training; and fundamentals of guest service.	<p><u>OJT Evaluation</u></p> <ul style="list-style-type: none"> <li>• Periodic reviews and check-ins with trainer during OJT</li> <li>• Final review with Manager/ Leader at completion of training</li> </ul> <p><u>Program Evaluation</u></p> <ul style="list-style-type: none"> <li>• Models the Disney values</li> <li>• Respects, appreciates, and values everyone</li> <li>• Develops and maintains positive relationships with other Cast Members</li> <li>• Promotes teamwork</li> <li>• Provides/welcomes regular feedback</li> <li>• Initiates interactions with Guests</li> <li>• Shares Guest feedback with others</li> </ul>

Required Learning Component	Learning Objectives	Learning Outcomes	Evaluation Measurements
			<ul style="list-style-type: none"> <li>• Makes Guest-focused decisions</li> <li>• Delivers Disney Quality Standards</li> <li>• Creates a positive Guest experience</li> <li>• Models the Disney Basics in Service</li> <li>• Displays ownership and accountability</li> <li>• Attends work regularly</li> </ul>
<b>OPTIONAL LEARNING COMPONENTS</b>			
Supplemental OJT Training	Increase understanding of the line of business by acquiring new knowledge or skills. Training is available based on operational need and participant performance.	Learn additional knowledge or skills to improve Guest interactions; broaden skills to apply to new role and/or location; and investigate other areas of opportunities to learn new knowledge or skills	<ul style="list-style-type: none"> <li>• Models the Disney values</li> <li>• Respects, appreciates, and values everyone</li> <li>• Develops and maintains positive relationships with other Cast Members</li> <li>• Promotes teamwork</li> <li>• Provides/welcomes regular feedback</li> <li>• Initiates interactions with Guests</li> <li>• Shares Guest feedback with others</li> <li>• Makes Guest-focused decisions</li> <li>• Delivers Disney Quality Standards</li> <li>• Creates a positive Guest experience</li> <li>• Models the Disney Basics in Service</li> <li>• Displays ownership and accountability</li> <li>• Attends work regularly</li> </ul>
Career & Professional Development Training	Investigate career and professional development opportunities within the <i>Disneyland®</i> Resort, The <i>Walt Disney World®</i> Resort, and The Walt Disney Company.	Experience various types of additional learnings available through the Disney University including resume writing, interviewing techniques, networking skills, time management, and financial planning.	<ul style="list-style-type: none"> <li>• Models the Disney values</li> <li>• Uses personal skills and creativity to improve area/takes initiative</li> <li>• Displays ownership and accountability</li> <li>• Respects the heritage and traditions of the company</li> <li>• Attends work regularly</li> </ul>
Campus Representative Program	Coordinate on-campus activities in partnership with College Recruiting to promote advocacy and awareness of the Disney College & International Program.	Develop, plan and execute various on-campus activities, including a Marketing Plan, to spread awareness of the program; maintain an effective relationship with your College Recruiter; provide support to all students throughout the application and pre-arrival process; and serve as the liaison between our program and your university.	<ul style="list-style-type: none"> <li>• Models the Disney values</li> <li>• Uses personal skills and creativity to improve area/takes initiative</li> <li>• Displays ownership and accountability</li> <li>• Respects the heritage and traditions of the company</li> <li>• Actively participates in campus activities</li> </ul>