

July 26, 2018

Citizenship and Immigration Canada

Re: Jaskaran Singh

DOB: 1999-08-08

Estimate of start date for Internship: 06/04/2020

**Re: Letter of Acceptance to the Bachelor of Hospitality Management Degree at Acsenda School of Management – Requirement for Internship**

To Whom It May Concern,

The Bachelor of Hospitality Management ( BHM) degree is a four year undergraduate degree program approved by the Minister of Advanced Education i n BC under the Degree Authorization Act and the Degree Quality Assurance Board. The program commenced in April 2016. A 6-month paid internship is a required component of the Bachelor of Hospitality Management (BHM) degree that students must complete normally about two years into the program.

The primary purpose of the internship is to offer work experience and skill development in an enterprise enabling the student's theoretical knowledge to be augmented through practical career-related work experience and to prepare students for the world of work. Each student is required to complete a 6-month (6 credits) internship in order to graduate. The Internship (BGHL 440) is 6-credit course requiring a minimum of 6 consecutive months working in an approved hospitality business. In cases of prior industry experience of a minimum one-year, the student may write and submit an internship report and subject to approval, may receive a 3-month and 3 credits toward completion of BGHL 440.

The duration of the internship does not form more than 50% of the program. It is equivalent to two courses out of 39 courses required for the whole program (or 6 credits out of 123 credits for the BHM degree). Information on the exact start dates and employer placement will not be known until the student registers for BGHL 440. An estimated start date is provided above.

The Internship Coordinator, a BHM faculty member, provides guidance to students before and during the internship course but students are responsible for applying for and securing an appropriate internship placement. Internships are chosen based on their potential to provide as broad an experience as possible in relation to the academic content and skills to be developed in the BHM program. Unlike a practicum, in a career college, the students are not monitored by their instructor regarding the application of specific skills. While there are additional assignments to be submitted, the internship does not include in class instruction. The student is accountable to the employer for the performance of work assigned on the job. The student is accountable to Acsenda School of Management for successful completion of an internship and for the additional assignments required to reflect what learning occurred during the internship.

## COURSE LEARNING OUTCOMES

At the end of the course, the student should be able to:

- Demonstrate, through active participation, an understanding of the recruitment, screening, interview and hiring process.  
Analyze the roles and functions of a leader and of a manager in the hospitality industry.
- Demonstrate, through participation and modelling, an understanding of the importance of outstanding guest service quality in the hospitality industry.
- Analyze and evaluate goal-setting, team-building, organizational culture in the workplace.
- Demonstrate an understanding and awareness of the cross-cultural, ethical and environmental issues in the management of hospitality organizations and their relationship with the local community and stakeholders.
- Analyze and evaluate your skills and learning outcomes during the internship.
- Demonstrate an understanding of a need for career planning.

## ASSESSMENT

<b>Deliverables</b>	<b>Percentage</b>
Personal Learning Outcome Evaluation	15%
Personal Managerial Skill Evaluation	15%
Workplace Audit Report	15%
Final Project	20%
Evaluation from Employer's primary contact and direct supervisor	35%
	<b>100%</b>

For further information, please contact me or Dr. Stephen Lynch, Executive Director, Bachelor of Hospitality Management at 604.430.5111 or [steve.lynch@acsenda.com](mailto:steve.lynch@acsenda.com).

Sincerely yours,



Neil Mort MA, MBA  
Vice President, Enrolment & Student Services/Registrar



- ☐ Cash
- ☐ Cheque # \_\_\_\_\_
- ☐ Mastercard
- ☐ Visa
- ☐ Debit
- ☒ Wire PMT
- ☐ Flywire

Acsenda-010  
(Campus)

No: **181857**

Date: JULY 20, 2018

Student #: 18001480

Received from: JASKARAN GINGH

FORTY NINE HUNDRED SEVENTY - ~~XY~~ /00 Dollars

\$ 4,970.00

Received by: Ritchell

- ☒ Tuition
- ☐ Textbooks
- ☐ Fees and Taxes
- ☐ Fitt Fee

- ☐ ECE Fee
- ☐ Medical Insurance
- ☐ Letter and/or Transcript

Jaskaran Singh  
Vill Salpani Kalan, P.O Ajrana Kalan  
Thanesar, Kurukshetra  
Haryana, 136130, India

July 26, 2018

Dear Jaskaran Singh,

This is to confirm that students admitted to the Bachelor of Hospitality Management (BHM) at Acsenda School of Management are required to complete an Internship for 6 credits as part of their 123 credit degree program. This means that in addition to a study permit, all BHM students will have to apply for Co-op work permit before beginning the Internship.

<http://www.cic.gc.ca/English/study/work-coop.asp>


The Executive Director or Internship Coordinator will provide you with guidance on the application process once you have commenced the program. The Internship occurs about half way through the program (normally after two years).

The primary purpose of the Internship (BGHL 440) is to gain work experience and skill development in an enterprise enabling the student's theoretical knowledge to be augmented through practical career-related work experience and to prepare students for the world of work. The 6-credit course requires a minimum of 6 consecutive months working in an approved hospitality business.

The Internship Coordinator, a BHM faculty member, provides assistance to students and employers throughout the internship period and with regard to the detailed student evaluation that will be conducted at the end of the internship. Internships are chosen based on their potential to provide as broad an experience as possible in relation to the academic content and skills to be developed in the BHM program.

If you have any further questions about the Internship requirements, please contact me or Dr. Stephen Lynch, Executive Director, Hospitality Management, 604.430.5111 or [steve.lynch@acsenda.com](mailto:steve.lynch@acsenda.com)

Sincerely yours,



Neil Mort MA, MBA  
Vice President, Enrolment & Student Services/Registrar

Jaskaran Singh  
Vill Salpani Kalan, P.O Ajrana Kalan  
Thanesar, Kurukshetra  
Haryana, 136130, India

July 26, 2018

**RE: Letter of Acceptance**

Dear Jaskaran Singh (Student Number: 18001480),

We would like to extend you an offer to enrol in the Bachelor of Hospitality Management (BHM) . We acknowledge receipt of \$4,970.00 CAD towards application fee and tuition deposit. This deposit is non-refundable.

**Student Category:** Provisional  
**Program Start Date:** Term 4 (Fall) - October 1st, 2018  
**Program Length:** 123-credit, 4-year degree program  
**DLI:** O19278931852

This letter of acceptance is valid for enrolment starting on October 1st, 2018 and ending on October 9th, 2018 . In addition, you will need to complete the conditions outlined below before being permitted to register for classes.

- Official transcripts from all previous schools attended to be sent to the Office of the Registrar.

Please refer back to your previously issued *Term and Conditions* for further details.

Congratulations on your admission and welcome to Acsenda School of Management. I hope that you will take full advantage of all that the school has to offer and find your decision to enroll at Acsenda leads to a future of success.

Sincerely yours,



Neil Mort MA, MBA  
Vice President, Enrolment & Student Services/Registrar

## PERSONAL INFORMATION

1. Family Name(s):		2. Given Name(s):	Jaskaran Singh
3. Date of Birth:	1999-08-08	4. Student ID:	18001480
5. CAQ / MIDI	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CAQ Number:	N/A
		Expiry Date:	N/A
6. Address:	Vill Salpani Kalan, P.O Ajrana Kalan Address Line		Thanesar, Kurukshetra City
	Haryana State/Province	136130 Postal Code	India Country

## INSTITUTIONAL INFORMATION

7. Name:	Acsenda School of Management		
8. DLI Number:	O19278931852		
9. Address:	9th Floor - 1090 West Pender Street Address Line		Vancouver City
	B.C. State/Province	V6E 2N7 Postal Code	Canada Country
10. Telephone:	(604) 430-5111	11. Fax:	(604) 430-5119
12. Type of Institution:	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private	13. Website:	www.acsenda.com
15. Primary Contact:	Neil Mort Name	14. Email:	info@acsenda.com
		VP/Registrar Position	(604) 430-5111 123 Telephone Ext.
16. Alternate Contact:	Teresita Ireneo-Manalo Name	Dean Position	(604) 430-5111 126 Telephone Ext.

## PROGRAM INFORMATION

17. Academic Status:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Class Instruction:	10.5-17.5 hrs per week
18. Program of Study:	Bachelor of Hospitality Management (BHM)		
19. Level of Study:	Undergraduate	Year of Entry:	1st Year (of 4 years)
20. Type of Training:	Academic	21. Exchange Program:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
22. Estimated Fees:	1 <sup>st</sup> Year \$15,600.00	Fees Prepaid:	<input checked="" type="checkbox"/> Yes - \$4,970.00 <input type="checkbox"/> No
23. Financial Aid:	\$2,000	24. Work Practicum	<input checked="" type="checkbox"/> Yes - Internship <input type="checkbox"/> No
25. Conditions:	Official transcripts from all previous schools attended to be sent to the Office of the Registrar.		
26. Start Date:	2018-10-01	Completion Date:	2022-09-23
27. Expiry for LOA:	2018-10-09	Expiry to Register:	2018-10-09
28. Other Information:	Enrollment into EAPP100. This is a full-time, 3-credit course. Enrollment into BMTH099. This course is not for credit.		



Neil Mort<sub>MA, MBA</sub> - VP, Enrollment & Student Services/Registrar  
Date: 2018-07-26