

# THE VENETIAN® | THE PALAZZO®



## 2010 Unpaid Internship Program

**Contact:**  
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**COMPANY:** The Venetian | The Palazzo  
**POSITION:** Unpaid Intern  
**LOCATION:** Las Vegas, Nevada

**COMPANY PROFILE:**

Las Vegas Sands Corp. (NYSE: LVS) is the leading international developer of multi-use integrated resorts.

The Las Vegas, Nevada-based company owns and operates The Venetian Resort-Hotel-Casino, The Palazzo Resort-Hotel-Casino, and the Sands Expo and Convention Center in Las Vegas and the Sands Casino Resort Bethlehem(TM) in Eastern Pennsylvania. The company also owns and operates The Venetian Macao Resort-Hotel and the Sands Macao in the People's Republic of China (PRC) Special Administrative Region of Macao. In addition, LVS owns the Four Seasons Hotel Macao and is also developing the Marina Bay Sands(TM) integrated resort in Singapore.

LVS is also creating the Cotai Strip(R), a master-planned development of resort-casino properties in Macao. At completion, the Cotai Strip will feature approximately 21,000 rooms from world-renowned hotel brands such as St. Regis, Sheraton, Shangri-La, Traders, Hilton, Conrad, Fairmont, Raffles, Holiday Inn, and InterContinental.

Part of our mission is "our commitment to a rewarding, exceptional work environment that fosters excellence in team members who embrace the challenges and demands of a dynamic, world-class organization."

Our philosophy is that to attract the best we need to offer the best. We also know that to provide the best possible guest service, our team members need to feel good about coming to work each day.

**GENERAL PURPOSE AND POSITION SUMMARY:**

For 2010, Las Vegas Sands Corp and its subsidiary, The Venetian Casino Resort, llc. (The Company) are offering an 8-week unpaid internship, starting June 7, 2010. The primary responsibility of the intern is to learn the responsibilities of the various positions in the assigned department and complete all required learning objectives as assigned. During this internship, participants will:

- Be assigned a mentor whom they will meet bi-weekly with to answer questions
- Attend executive briefing sessions with senior management on various topics
- Participate in group activities
- Have learning objectives which will need to be completed during the internship
- Complete learning activities as assigned by their assigned department to understand the business operation

All duties are to be performed in accordance with departmental and LVSC and Venetian Casino Resort policies, practices, and procedures.

## INTERNSHIPS OFFERED

For 2010, internships will be available in the following areas:

<b>Department Name</b>	<b>Education Requirement</b>
Entertainment	Graduate or undergraduate
Audit Services	Undergraduate -Accounting/Finance
Government Relations	Undergraduate
Corporate Development	Undergraduate
Corp. Strategic Marketing/ eCommerce	Graduate
Concierge	Undergraduate
Front Office	Undergraduate
Guest Services	Undergraduate
Housekeeping	Undergraduate
Brand Marketing - Graphic Design	Undergraduate
Interior Horticulture	Undergraduate
Exterior Horticulture	Undergraduate
Casino Admin	Undergraduate
IT Compliance	Undergraduate
IT Project Management	Undergraduate
Procurement	Graduate
Legal	Graduate or Undergraduate
Communications	Undergraduate
Casino Marketing	Undergraduate

## QUALIFICATIONS

In order to be considered for the program, applicants will need to:

- Have proof of eligibility to work in the United States.
- Be at least 21 years of age.
- Be currently enrolled in an accredited college or university.
- Undergraduates must be in either their junior or senior year.
- Graduate level students must have completed the first year of their graduate program.
- Students must receive school credit for completing an internship with the Company.
- Be able to obtain and pay for any required licensing.
- Be able to communicate effectively in English in oral and written form.

## COMPENSATION

This is an unpaid internship. Both the intern and the business must agree that the internship will be unpaid.

## HOUSING AND TRANSPORTATION

- Housing is available at the University of Nevada Las Vegas for the length of the internship, at a reasonable cost. For general information on the housing program please contact:  
**Stacey Chambliss, Conference Housing Specialist**  
4505 Maryland Parkway Box 452008  
Las Vegas, Nevada 89154-2008  
(702) 895-5645 Fax: (702) 895-1609  
[conferencehousing@unlv.edu](mailto:conferencehousing@unlv.edu)
- For additional information go to: [www.conferences.unlv.edu/interns.html](http://www.conferences.unlv.edu/interns.html)
- Restaurants, entertainment venues, supermarkets, and many other conveniences are within walking distance of UNLV housing and the Las Vegas Strip is a short ride away.
- Summer interns must provide their own transportation to work. Car pooling with other interns is highly recommended. Public transportation is also available.

## HIRING TIMETABLE

- Internship applications will be accepted for posted internships 2/8/10 – 3/12/10
- Interviews will be conducted 2/15/10 – 4/2/10
- Internship offers will be extended 4/5/10 – 4/9/10

## HIRING PROCESS

- Submit application on-line at [www.venetian.jobs](http://www.venetian.jobs) .
- Telephone interviews with Venetian | Palazzo Human Resources
- Potential candidates to have a telephone panel interview with the respective department
- Potential candidates to complete company background investigation for compliance purposes
- Selection of finalist by Department Management Team

Friday, February 05, 2010

## Summer Intern Learning Objectives

**Intern Supervisor's Name:** Martha Shannon

**Intern Supervisor's Title:** Exterior Supervisor

**Department:** Horticulture **Date:** 2-1-10

The Venetian and The Palazzo are fully committed to supporting an effective and meaningful **Summer Internship Program**. An important aspect of this commitment is to provide interns with clear and concise responsibilities and learning objectives to strive for during their 8-week program. Please complete the following information to help ensure the internship program is a success.

**I. Please list the duties and responsibilities that the department will assign to the intern:**

Duties and responsibilities are to assist Interns in learning and practicing sound horticultural Techniques. Duties include but are no limited to:

- Accountability for Area– Daily Rounds, assessment of area and prioritizing daily work load.
- Irrigation: Understanding proper watering techniques, understanding movement of water through soils, proper soil moisture levels, using probes and augers, hand watering.
- IPM: Developing a keen eye to police trouble areas for disease and insect damage. Preventative maintenance. Understanding of the Leeds program and its impact on environment.
- Planting: Using correct planting techniques. Understanding the impact of planting too high, too low, too shallow or leaving air pockets.
- Pruning: Proper pruning techniques
- Mulching: Benefits of mulching, proper application of mulch.
- Fertilization: Understanding proper application and mixing
- Annual Planting, Weeding, Deadheading flowers.
- Trimming: Arbors, shrubs, trees, shearing boxwood hedges several times a season. Keeping pools decks free of leaves, debris and dirt while working

**II. Describe the learning objectives, as related to the duties and responsibilities described above, that the department would like the intern to achieve during their internship program:**

*(See attached document for sample learning objectives)*

- Learn and be able to demonstrate proper standard operating procedures as related to this department.

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- To provide you with practical on-the-job experiences in an off campus, plant-science-related organization.

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- To help confirm your educational and career goals

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- To serve as a link between classroom theory and professional experiences.

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- Deliver 5-Diamond & 5 Star service standards as they relate to the Horticulture Department.

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- Deliver Unmatched Guest Service using the Smile and Speak model to external and internal guests.

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*Use additional pages if needed. Return completed form to Don Merritt, Director of Training and Development.*

## **Examples of Summer Intern Learning Objectives**

- Deliver 5-Diamond & 5-Star service standards as they relate to \_\_\_\_\_ department.
- Demonstrate the ability to create a Team Member work schedule that is efficient and cost effective.
- Demonstrate proficiency in using the LMS computer system.
- Be able to conduct property tours for new hire orientation.
- Perform the necessary steps for setting up a conference/meeting room for a guest meeting or conference.
- Deliver Unmatched Guest Service using the SMILE and SPEAK model to external and internal guests.
- Demonstrate Guest Recovery by using the LEARN model as related to delivering Unmatched Guest Service.
- Learn and be able to demonstrate proper Standard Operating Procedures as related to this department.

## Summer Intern Learning Objectives

**Intern Supervisor's Name: Sharon Hatcher**

**Intern Supervisor's Title: Interior Project Manager**

**Department: Horticulture**

**Date: 2/2/10**

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**I. Please list the duties and responsibilities that the department will assign to the intern:**

Work with Horticulture staff to coordinate and complete daily tasks. Routine tasks include frequent bending, stretching, climbing, lifting, pushing, walking and being on feet for long periods. Interns may be exposed to a variety of environmental factors such as heat, and cold.

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Assist with maintenance and installation of indoor and outdoor gardens under the supervision of Horticulture staff. (Watering, planting, detailing for example)

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Assist with indoor and outdoor exhibits and displays as needed.

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Participate in training sessions and meetings as scheduled.

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Perform other reasonable related duties as assigned by immediate supervisor and other management staff.

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**II. Describe the learning objectives, as related to the duties and responsibilities described above, that the department would like the intern to achieve during their internship program:**

*(See attached document for sample learning objectives)*

Exposure to a variety of tree, shrub, and herbaceous perennial maintenance.

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Exposure to the operation and maintenance of a variety of landscape equipment, techniques, diagnosis and correction of interior landscape related problems.

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Prioritization of the completion of projects on a large public interior landscape.

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