

Intern Bulletin

Amity Institute

Intern Program

The **Amity Intern Program** is based on the belief that cultural exchange enables greater international understanding and friendship. The assignment provides aspiring educators the opportunity to share their language



and culture in American classrooms. By bringing their culture to life, interns actively engage and motivate US students to excel in other languages.

The Amity Intern Program has three main components: Live, Learn and Teach. Living in another country and experiencing family life provides interns with a complete immersion in US language and culture. During their assignment, participants work in the classroom for approximately 32 hours per week under the guidance of an experienced teacher. This creates opportunities for interns to gain valuable classroom experience.

At the end of the assignment, Amity provides a certificate of participation.

To qualify for the Amity Intern Program, interns must be at least 20 years old, speak English and be enrolled at a college/university or have graduated no longer than 12 months before the start date of their program. Interns' career goals should be in the educational field. Most importantly, interns must have an enthusiasm for working with US students and enjoy intercultural communication.

Our participants represent a broad cross-section of social and cultural backgrounds from Latin America, Europe, Africa and Asia, as well as Canada.

We work with a worldwide network of Screening Officers, who recruit, screen and evaluate potential applicants to ensure that Amity Institute's high standards are maintained. Host schools request, review and select applications from the admissions department and may conduct interviews with the selected candidates. Occasionally, Amity will allow host schools to invite a qualified applicant outside of the admissions pool. Visa sponsorship will be contingent upon the applicant meeting program's requirements.

The Amity Intern Program relies on the spirit of volunteerism and is designed to be a two-way exchange between interns and the school community. Interns commit their time and energy to their host schools and in return receive the opportunity to live, learn and teach in the USA.

In most areas, host schools recruit volunteer host families who provide free room and board, while in some large cities housing may require living with a paid host or independently.

The Amity Intern Program works on the principle that change is made one person at a time. We know that the relationships formed during an internship have a powerful and long-lasting impact on the lives of all involved.



Amity Institute Programs

Intern

The Intern Program provides participants the opportunity to live in the US, gain teaching experience and serve as informal ambassadors for their country in US schools. Interns assist in the classroom for approximately 32 hours per week. They live with American host families or independently.

**Building
International Friendship &
Cultural Understanding
through
Teaching Exchange
since 1962**

Exchange Teacher

The Exchange Teacher Program arranges for certified, experienced teachers from other countries to serve as temporary faculty at primary and secondary levels in the US. Exchange teachers can be assigned to a school for up to three years and are compensated at rates similar to their American colleagues.

Intern Program Guidelines

Entry Requirements

To qualify, applicants must:

- Be 20 or older
- Be currently enrolled in an academic institution (college/university) pursuing studies granting a degree **OR** have graduated no more than 12 months before the start date of the program
- Have a career goal in education
- Have sufficient proficiency in the English language to participate in the program
- Be enthusiastic about sharing their culture and native language with US students



Overview

Interns:

- Are assigned to a supervising teacher
- Work in school for approximately **32 hours a week**:
 - Including preparation time
 - Including maximum of 5 hours clerical work
 - Excluding staff meetings and special events
- Play a flexible role in the classroom including:
 - Observing classroom and school culture
 - Assisting the teacher with lessons/group work
 - Co-teaching when appropriate
 - Conducting cultural presentations
 - Participating in extracurricular activities
 - Developing materials for student instruction
- Complete a Cultural Project and may attend courses where available that will enhance the learning experience

Cost to the Interns

Application fee (non-refundable)	US\$50
Visa application fee	US\$150 (approximately)
SEVIS fee	US\$180
Round-trip airline ticket	Varies (by location and season)
Health insurance coverage	US\$70 per month (average)
Personal spending money	US\$150 per month (minimum)

NOTE: If interns plan to live independently or live with a paid host family, additional funds of approximately \$600 per month are needed.

Proof of sufficient funds required

The Assignment

Assignments are structured as follows:

Observing: Intern observes class to gain understanding of how a US classroom functions. The intern provides basic assistance to the teacher, interacts with students and serves as an international role model.

Assisting: After gaining familiarity of the class during observation, intern should increase presence in class as assistant. Intern should be given increased responsibilities including lesson planning/execution, student interaction/assessment and limited classroom management.

Co-teaching: Building upon observing and assisting, intern increases co-teaching in classroom. Intern takes an increased leadership role in class and develops a high level understanding of teaching based on actual experience.

Evaluations are submitted by supervising teacher and intern at the end of the assignment.

Housing

Assignment locations vary greatly and free room and board cannot be provided in all areas. The following choices apply:

Host family - volunteer:

The host school recruits host families that provide free room and board in exchange for actively participating in family life and household chores. The intern will be responsible for all additional living expenses.

Host family - paid:

The host school recruits host families that provide room and board for a reasonable monthly fee paid by the intern. This option may apply in some large cities.

Independent living:

The host school assists interns in finding suitable housing (small apartment or room at a private residence) prior to arrival. Intern is responsible for expenses such as rent and food.

Host School Responsibilities

School provides Mentoring and Support

- The school oversees the assignment, both inside and outside of the classroom:
- Assign a staff member as:
Supervising teacher – acts as a mentor to the intern throughout the assignment; works closely with the intern to develop lesson plans and classroom activities; evaluates performance and provides feedback
School coordinator – oversees the assignment as a whole; ensures program requirements are met; recruits host families and monitors situation at home; assists the intern in establishing social contacts inside and outside of school; keeps in regular contact with Amity Institute; serves as a mediator in any sensitive situations with the school or host family
- May choose to have one staff member play both roles, or to have a member of the PTA as school coordinator



School pays Administrative Fee:

- | | |
|----------------------|--------|
| • One semester | \$1000 |
| • Full school year | \$1500 |
| • Full calendar year | \$1800 |

Reduced fees for shorter internships or special circumstances upon request. The fee covers services provided by Amity Institute.

School pays Stipend

- \$150 per month minimum paid to the intern monthly (holidays included). Stipend may be prorated according to beginning and ending assignment dates
- **NOTE:** Stipend may be waived by intern per written agreement

School arranges Transportation

- The intern should be provided with transportation to and from the nearest airport, train station, or bus depot upon arrival and departure
- The school will assist with transportation to and from school, in the form of a ride with the host family, staff member or other parent, school bus ride, etc.
- **NOTE:** If living independently, intern may be responsible for own transportation and cost

School finds Housing

Housing should preferably consist of living with a volunteer host family since most participants do not have resources for independent living or paid host families. Amity hosts can be families with children, individuals, single parents with children, grandparents, or anyone in the community who can provide a safe and suitable home away from home. Hosts should be interested in international exchange and open to other cultures.

Paid host families and independent living arrangements at interns' cost need a written agreement signed by all parties prior to arrival.

- Room and board for the intern should be arranged with an American host family/individual in the community or in on-campus housing
- Intern must have a private bedroom but can share a bathroom with other family members
- Intern can live with multiple families, but each family should host for a minimum of nine weeks (one quarter) to allow for some consistency
- School coordinator must visit each prospective home to discuss arrangements, clarify expectations and confirm living conditions, including cost to the intern if applicable
- Amity Institute will support recruitment with materials/advice.

It is very important that host information is available at least four weeks prior to the assignment. This will assure the intern and his/her family that a safe home will be provided.



Amity Institute Services

- **Visa sponsorship** - provide sponsorship for interns under the J-1 Exchange Visitor visa (12 months maximum); handle all required administrative paperwork
- **Health insurance** - offer interns a group health insurance policy
- **Pre-departure orientation** - provide information regarding visa process, travel arrangements, living in the US, cultural adjustment and home-stay requirement
- **Orientation** - provide orientation materials for all participants and conduct regional orientations in areas with a high concentration of interns
- **Program materials** - provide handbooks and other printed material for all participants, ensuring a comprehensive overview of the program
- **Candidate recruitment** - provide schools with intern applications for review and selection
- **Supervision and assessment** - monitor assignment and intern's progress
- **Amity program counselors** -
 - Guide interns through the visa application process
 - Remain in contact with all program participants
 - Act as mediators for any issues or problems
 - Keep accurate, detailed records of each assignment
 - Provide ongoing monitoring and support
 - Review evaluations

Getting started in the Intern Program

Amity Institute cannot guarantee the issuance of a visa. It is at the discretion of the Immigration Officials to grant the visa and entry into the US. Due to increased security measures at US Embassies/Consulates, please allow a minimum of six to eight weeks from host school invitation to intern arrival.

- **Host School - Steps to inviting an Amity intern**
 - School submits intern request form
 - Amity matches request with applicants
 - Amity submits application to school for review
 - School selects applicant
 - School submits intern invitation form and intern contract to Amity
 - Amity officially invites applicant
 - Applicant accepts or declines the invitation
- **Interns - Steps to obtaining an assignment in the US**
 - Submit application and communicate with Amity regularly
 - Host school may contact intern for phone interview
 - Amity receives an official invitation from host school
 - Amity extends official invitation to intern
 - Intern accepts invitation
 - Receive pre-departure packet with assignment information
 - Complete and return all forms to program counselor immediately. If Amity Institute has not received the required documents **prior** to departure date, visa sponsorship may be cancelled
 - Follow instructions on how to apply for J-1 Exchange Visitor visa, valid for the length of assignment
 - Send all information about arrival in the US to program counselor, host school and host family
 - Host school arranges intern pick-up at the nearest airport, train station, or bus depot



Amity Institute

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