

Intern Teacher Bulletin

Amity Institute

Intern Teacher Program

The **Amity Intern Teacher Program** is based on the belief that cultural exchange enables greater international understanding and friendship. By bringing their culture to life, interns actively engage and motivate US students.

The main goal of the educational internship is to provide structured training for aspiring educators. The Amity Intern Teacher Program has three main components: Live - Learn and Teach. Living in another country for a substantial period of time and the experience of family life provides interns with a complete immersion in US language and culture. During their internship, participants work in the classroom for approximately 32 hours per week under the guidance of an experienced teacher. This classroom experience creates multi-dimensional opportunities for interns to teach and gain valuable classroom experience. At the end of the internship, Amity provides a certificate.

In order to qualify for the Amity Intern Teacher Program, interns must be at least 20 years old and be enrolled at a college/university or have graduated not longer than 12 months prior to the internship. 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 interns represent a broad cross-section of social and cultural backgrounds from Latin America, Europe, Africa and Asia, as well as Canada.



There are two ways that interns can be placed in a US school. The first option is the selection of an intern through the admissions department. We work through a worldwide network of Screening Officers, who recruit, screen and evaluate potential applicants to ensure that Amity Institute's high standards are maintained. Through this method, schools can request dossiers from the admissions department and conduct interviews with these candidates.

The second option is the pre-select method. Amity Institute can sponsor interns even if they are not in our

applicant pool. If a school would like to invite an intern who is not an Amity applicant but meets the program's requirements, Amity Institute can review the intern's application and potentially provide visa sponsorship.

The Amity Intern Teacher Program relies on the spirit of volunteerism and is designed to be a two-way exchange between interns and the school community. Amity interns commit their time and energy to their host school and in return receive the opportunity to live, learn and teach in the USA. In some areas, volunteer host families provide room and board, while in many large cities housing may consist of living independently or with a paid host. The Amity Intern Teacher 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.

Mission

Building international friendship and cultural understanding through teaching exchange since 1962

Amity Institute Programs

Intern Teacher

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

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.

Teaching Abroad

The Teaching Abroad Program offers Americans an opportunity to share their native language and culture with students in other countries. Assignments vary in length from six months to a year. The program arranges positions for student teachers and certified faculty in China, Europe and South America.

Intern Teacher Guidelines

Entry Requirements

In order to qualify as an Amity intern teacher all applicants must be:

- 20 or older
- Currently enrolled in college/university or post secondary institute or have graduated within 12 months prior to program begin
- Career goal in education
- Enthusiastic about sharing their culture and native language with US students

Intern Teacher Overview

Interns:

- Are provided a supervising teacher to act as a mentor
- 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
- In addition to the internship, interns may work in education related jobs (pre-approved by Amity Institute) for a maximum of 10 hours per week compensated at the standard rate.



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)
Living expenses	US\$600 per months (average)
<i>(If living with a paid host or independently)</i>	
Personal spending money	US\$150 per month minimum

(Proof of funds required)

Structure of Internships

Internships are structured into three phases:

Phase 1 Observing: Interns observe class to gain understanding of how a US classroom functions. The intern provides basic assistance to teacher, interacts with students and serves as an international role model.

Phase 2 Assisting: After gaining familiarity of class in observation phase, 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.

Phase 3 Co-teaching: Building upon observing and assisting phase, 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 for each phase.

Housing

Internship locations vary greatly and free room and board can not be provided in all areas. The following choices apply:

Host family - volunteer:

The host school recruits host families that provide room and board free of charge in exchange for actively participating in family life and household chores. The Intern will be responsible for all additional living expenses. This option is rarely available in large cities.

Host family - paid:

The host school recruits host families that provide room and board for a reasonable monthly fee paid by the intern.

Independent living:

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

Host School Responsibilities

Mentoring and Support

- Oversee 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

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

Host Family Recruitment

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

Amity Administrative Fees:

- Full calendar year \$1800
- Full school year \$1500
- One semester \$1000
- Reduced fees for *pre-selected interns* or shorter internships upon request

The fee covers services provided by Amity Institute.

Intern Stipend

- \$150 per month minimum
- Paid to the intern monthly (holidays included)
- May be prorated according to beginning and ending assignment dates

Transportation to the Host School

- Transportation to and from the nearest airport, train station, or bus depot upon arrival and departure
- 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, or local bus pass
- If living independently, intern may be responsible for own transportation and cost

Lunch

- If available, school lunch to be given to the intern during working days.



Pre-selected Interns

- School finds potential intern candidate using own resources, conducts interview and collects the pre-selected application form, including copy of passport, verified copies of current school enrollment or copy of degree, proof of funds, health evaluation, and criminal background check
- School submits the completed pre-selected application form and supporting invitation documents to InternsAdmissions@amity.org and requests visa sponsorship for a reduced administrative fee
- Amity reviews submitted documentation and begins visa sponsorship process if applicant and school are eligible for the program
- **NOTE:** Pre-selected status does not apply for candidates that have already an application on file with Amity



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
- **Supervision and assessment** - monitor structure of internship, review and monitor evaluation 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 for each phase of internship

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.

Interns - Steps to arrival in the US

- Submit application and communicate with Amity regularly
- Host school contacts intern for phone interview
- Amity receives an official invitation from host school
- Amity extends official invitation to intern
- Intern accepts
- 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 will 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

Host Schools - Steps to inviting an Amity intern

- School submits intern teacher request form
- Amity matches request with applicants
- Amity submits applicant dossier to school
- School selects applicant
- School submits intern teacher invitation form and intern contract to Amity
- Amity officially invites intern applicant
- Applicant accepts or declines the invitation

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