Amity Institute Intern Program Bulletin

BridgeUSA
Connecting global leaders, creating lasting impact

About Amity Institute

Amity Institute is a non-profit organization and U.S. State Department designated exchange visitor program sponsor (J-1 visa) in the **exchange teacher** and **educational intern** categories. Amity is proud to have over 60 years of experience in the fields of international education and cultural exchange. The goal of Amity's Programs is to increase mutual understanding between the people of the United States and people of other countries.

Intern Program Overview

The Intern Program provides students who are studying to be teachers the opportunity to live in the United States, gain invaluable teaching experience, and serve as informal ambassadors for their countries while being placed in a in U.S. primary, middle, or secondary school. Interns receive training in the classroom for a minimum of 32 hours per week. Our participants live with incredible American host families that provide room and board for them and often become their second family.





Amity Institute partners with universities in over 20 countries to offer this life changing experience to students who are seeking study abroad experiences. Amity interns represent a broad cross-section of social and cultural backgrounds from Central and South America, Europe, Africa and Asia.

Amity internships offer structured training for university students who desire to become teachers and want to develop a global mindset while sharing their cultures with others. Your students are supported every step of the way, from pre-arrival until departure, by Amity's incredible team of Program Counselors.

Amity's Mission: Building International Friendship and Cultural Understanding through Teaching Exchange since 1962.

Intern Program Guidelines

Entry Requirements

To qualify, applicants must:

- Be currently enrolled full-time in a post-secondary, degree– or certificate-issuing academic institution (college/university) outside the United States **OR** have graduated no more than 12 months before the start date of the program. *We cannot place students that are in fully online programs.*
- Have a demonstrated career goal in education
- Have sufficient proficiency in the English language to participate in the program and function on a day-to-day basis
- Be enthusiastic about sharing their culture and native language with U.S. students
- Have a clean criminal background check (Amity requirement)



Program Overview

Interns:

- Receive training, mentoring, and support from an experienced supervising teacher.
- Spend a minimum of 32 hours a week as a student teacher assisting their supervising teacher in the areas such as teaching students, classroom management and curriculum preparation.
- Will also participate in preparation time, staff meetings, regular extra-curricular activities, and special events.
- Learn more about classroom and school culture
- Teach students about your country's culture
- Will assist students in their schools with learning a second language.

Where will the interns live?

The host school is responsible for providing a private room and three meals a day at no cost to the Intern. In most schools, the school will arrange for a host family for the intern who will provide housing and meals. A few schools may have campus housing available.

How Can Your Students Learn More!

Prospective applicants are encouraged to connect with Amity Institute on our social networks, and can request to speak to an Intern from their home country through our Alumni Ambassador Network.

Structure of Internship

Under the supervision of a certified teacher, internships are structured as follows:

Phase 1: Intern receives basic orientation and observes class to gain understanding of how a U.S. classroom functions. The intern provides basic assistance to the teacher, interacts with students and serves as an international role model.

Phase 2: Intern increases presence in class by actively assisting. Intern works with small groups and may be given more responsibilities including occasional lesson planning, student interaction and limited classroom management.

Phase 3: Intern may teach prepared lessons, under the supervision of the lead teacher, to the entire class. Intern may take an increased leadership role in class and develops a high level of understanding of teaching based on actual experience.

Sharing language and culture is a component in all phases.

Interns are not permitted to function as substitute teachers.

Cost to the Interns

Amity Application fee	US$200 (non-refundable)
Visa application fee	US$185 (approximately)
SEVIS fee	US$220
Round-trip airline ticket	Varies (by location and season)
Health insurance coverage	US$95 per month (average)
Personal spending money	US$300 per month (min.)
Sprintax TDS	US $20

- Interns receive a monthly stipend from their schools (average $300 a month) to help offset living expenses.

Students should have personal funds of $300 a month.

The School Where Your Student will be placed will provide:

Mentoring and Support

The Host School's **Principal** oversees the assignment at the school and assigns a staff member as the:

- **Training and Internship Placement Plan (T/IPP):** The T/IPP will be provided to your student before they agree to the internship. This document provides information regarding training the intern will receive during the school year.
- Supervising Teacher: The Supervising Teacher acts as a mentor to the intern. The Supervising Teacher is responsible for providing the training listed in the T/IPP.
- **Host School Coordinator –** The Host School Coordinator is responsible for recruiting the host family, visiting the host family's home before the intern is placed in the home, and monitoring the intern's health, safety, and welfare while living with the host-family.



Transportation

- The school will have someone meet the intern at the nearest airport, train station, or bus depot upon arrival, and provided with transportation to the airport/station/depot upon departure.
- The school assists 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.

Host Families

Host families can be families with children, individuals, single parents with children, grandparents, or anyone in the community able to provide a safe and suitable home away from home.



Host Families:

- Provides a private bedroom for the Intern. Intern may share a bathroom with other family members.
- Provides three meals per day for the Intern.
- Agree to host interns for a semester. Interns may live with more than one host family during their time in the U.S.

Interns often develop life-long relationships with their host families. We frequently receive messages from interns telling us that they stay in contact with their host families for years, and even decades.

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.



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Amity Institute Offers Your Students:

- **Screening for their J-1 Visa -** review applicant's application material to ensure they meet all U.S. State Department requirements for the J-1 Visa. Provide schools with intern applications for review and selection.
- **Visa Program Sponsorship-** provide visa program sponsorship and handle all required administrative paperwork.
- **Access to Department of State Health insurance -** offer interns access to J-1 Visa compliant group health insurance policy.
- **A Pre-departure orientation -** provide information regarding visa process, how to successfully enter the U.S., and how to adjust to U.S. culture.
- **An Orientation -** Amity Institute offers all interns an in-country orientation after they arrive in the U.S.
- **Program materials -** provide handbooks and other printed materials to help the intern successfully complete their student teaching program.
- **Amity provides a dedicated Amity Program Counselor who:**
  - Guides interns and schools through the visa application process.
  - Remains in contact with all program participants.
  - Acts as mediators for any issues or problems.
  - Keeps accurate, detailed records of each assignment.
  - Provides ongoing monitoring and support.
  - Reviews school and intern evaluations.



- A 24 hour a day, 7 days a week phone number to help with after-hour emergencies.

Getting started in the Intern Program

Amity Institute <u>cannot</u> guarantee the issuance of a visa. It is at the discretion of the Immigration Officials to grant the visa and entry into the U.S.



How does a student become an Amity Intern?

- Submits application and communicates with Amity regularly
- Host School contacts Intern for phone interview (optional)
- Amity receives an official invitation from Host School
- Amity extends official invitation to Intern
- Intern accepts invitation
- Intern receives pre-departure packet with assignment information
- Intern completes and returns all forms to program counselor immediately
- Intern follows instructions on how to apply for the visa
- Intern sends all information about arrival in the U.S. to program counselor, host school and host family
- Host school arranges intern pick-up at the nearest airport, train station, or bus depot

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