



AMITY INSTITUTE

Intern Program Bulletin

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 almost 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 participants the opportunity to live in the United States, gain invaluable teaching experience, and serve as informal ambassadors for their country while interning in U.S. schools. Interns receive training in the classroom for a minimum of 32 hours per week. Our participants live with incredible American host families.



Interns represent a broad cross-section of social and cultural backgrounds from Central and South America, Europe, Africa and Asia. Amity works with a worldwide network of Screening Officers who recruit and pre-screen potential applicants to ensure that Amity's high standards are maintained.

Amity internships offer structured training for aspiring international educators in addition to an opportunity for participants to share their native language and culture both inside and outside of the classroom. The cultural component of the Amity Intern Program is just as important as the practical training the intern will receive. The Intern Program relies on the spirit of volunteerism, and is designed to be a two-way exchange between interns and the school community.

Interns 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
- 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:

- Are assigned to a supervising teacher
- Serve as an intern in a school for approximately 32 hours a week, including preparation time, staff meetings, and regular extra-curricular activities (excluding occasional special events)
- Play a flexible role in the classroom including:
- Observe classroom and school culture
- Assist the teacher with lessons/group work
- Conduct cultural presentations
- Participate in extracurricular activities
- Develop materials for student instruction
- Complete the Amity Cultural Project during the assignment. Additional courses that will enhance the learning experience may be audited where available.

Housing:

The host school is responsible for providing housing and daily meals 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 to 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.

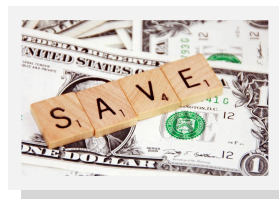
Phase 3: Intern may teach prepared lessons, under the supervision of the lead teacher, to the entire class. Intern may take an increased leadership role in class and develops a high level of understanding of teaching based on actual experience.

Sharing language and culture is a component in all phases.

Interns are not permitted to function as substitute teachers.

Cost to the Interns

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|-----------------------------|---------------------------------|
| • Amity Application fee | US\$200 (non-refundable) |
| • Visa application fee | US\$160 (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\$250 per month (min.) |



Proof of sufficient funds required prior to placement.

Host School Responsibilities

Mentoring and Support

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

- **Supervising teacher** – follows the T/IPP and 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
- **Host School Coordinator** – oversees the assignment outside of school; 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.
- A designated staff member may play both roles, or a member of the PTA may serve as school coordinator.



Transportation

- The intern must be met 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.

Housing

Amity hosts 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.



Most importantly, hosts should be interested in international exchange and open to other cultures.

- 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 eight weeks to allow for some consistency.
- School representative must visit each prospective home to discuss arrangements, clarify expectations and confirm living conditions.
- Amity Institute will support recruitment with material and 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.

Administrative Fee

- \$1800 for a full school year
- \$900 for a semester

Please Note: Administrative Fees may vary by assignment.

For more information about Host School responsibilities, please contact our Host School Liaison at SGibbonsBullock@amity.org.

Amity Institute Services

- **Candidate recruitment** - 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.
- **Health insurance** - offer interns access to J-1 Visa compliant group health insurance policy.
- **Pre-departure orientation** - provide information regarding visa process, travel arrangements, living in the U.S., cultural adjustment and home-stay requirement.
- **Orientation** - provide orientation materials for all participants and conduct regional orientations where feasible.
- **Program materials** - provide handbooks and other printed material for all participants, ensuring a comprehensive overview of the program.
- **Supervision and assessment** - monitor assignment and intern's progress.
- **Amity Program Counselors** -
 - Guide interns and schools 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 school and intern evaluations.



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 U.S.

Getting started in the Intern Program

Steps to obtaining an assignment in the U.S. for Interns

- 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



Steps to inviting an Amity intern for Host Schools

- School submits intern request form
- Amity matches request with available applicants
- Amity submits applicants to school for review (skype interview recommended)
- School selects applicant
- School submits a signed agreement and a written invitation to Amity
- Amity officially invites applicant

For applicants: mail@amity.org - For schools: sgibbonsbullock@amity.org

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