



AMITY INSTITUTE

Intern Program Bulletin 2020-2021

Overview

Amity Institute is a U.S. State Department designated sponsor for applicants of the J-1 Visa in the exchange teacher and **educational intern** categories only. The goal of the educational internship is to increase mutual understanding between the people of the United States and people of other countries. This program offers structured training for aspiring international educators in addition to an opportunity to share their native language and culture.



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

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. The cultural component of the Amity Intern Program is as important as the practical training the intern will receive.

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

Amity Institute Programs

Intern

The Intern Program provides participants the opportunity to live in the U.S., gain teaching experience and serve as informal ambassadors for their country in U.S. schools. Interns receive training in the classroom for a minimum of 32 hours per week. They live with American host families.

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 U.S. Exchange teachers can be assigned to a school for 3-5 years and are compensated at rates equal to their American colleagues.

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
- Clean criminal background check (Amity requirement)

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.

Program Overview



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.

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.

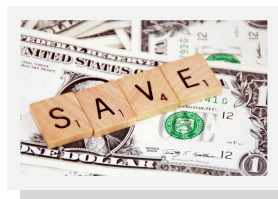
Phase 2: Intern increases presence in class by actively assisting. Intern works with small groups and may be given more responsibilities including occasional lesson planning, student interaction and limited classroom management.

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.

Cost to the Interns

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|-----------------------------|---------------------------------|
| • Amity Application fee | US\$200 (non-refundable) |
| • Visa application fee | US\$150 (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\$150 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.



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.

Administrative Fee

Administrative fees vary by length of assignment– \$1800 for a full school year and \$900 for a semester.

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

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

- **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 Sponsorship**- provide visa 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: internsadmissions@amity.org

Amity Institute - 1775 Hancock Street, Suite 170 - San Diego, CA 92110 USA

Tel: 619-222-7000

www.amity.org