



Volunteer Internship Program

Professional Work & Language Experience

Our **VIP Internship Program** is designed specifically for High Intermediate and Advanced level students and professionals who want to practice and improve their English skills in a **real-world, American Business work environment**. This is an unpaid language and work experience for students who pass an Internship Placement Test and take a **4-week Preparation Course**.



This course is not meant as a job training program and is not intended to lead to employment opportunities. Participants do not need prior experience or training in the field of the internship.

Internship participants meet with the **Internship Coordinator** during the 4-week Preparation Course to develop a **resume** and learn **interview skills**. Each candidate is then placed based on prior work experience, personal preference and language proficiency.

During the Internship, students meet every week with a **Personal Coach** to discuss their progress and share valuable experiences. They also work on special assignments and complete individualized self-study projects. Progress and attendance are carefully monitored throughout the Internship Program. All participants give a 30-minute **Presentation** about the internship at the end of the program.

Professional Internship Fields can include: Advertising, Architecture, Sales/Marketing, Legal Services, Business Administration, Banking & Financial Services, Information Technology, Event Planning, Education, Tourism, Hotel & Restaurant, Television & Media, etc.

Placement in a specific field is based on availability and cannot always be guaranteed.

Length	4 wks Prep. Course + 8 or 12 wks Internship
Minimum Level	High Intermediate to Advanced
Start Dates 2010	Jan 25 • Mar 8 • Apr 19 Jun 1 • Jul 12 • Aug 23 Oct 4 • Nov 15
Course Cost	Preparation Course (4 wks) tuition \$995 supplies \$85
Internship Fees	placement fee \$375 <i>non-refundable</i> 8 wks internship \$1690 <i>24 hrs one-on-one sessions</i> 12 wks internship \$1990 <i>28 hrs one-on-one sessions</i>

VIP Internship Program Overview

4 wks Preparation Course
- required for all participants
- 27 hrs of instruction per week

8 wks Internship
with coaching sessions
24 hrs
one-on-one sessions
presentation

12 wks
28 hrs
one-on-one sessions
presentation

Internship Program Highlights

- 4-week Preparation course (27 hrs/wk) prior to the internship required for all participants
- length of Internship: 8 or 12 weeks
- develop professional resume & interview skills prior to Internship
- 30-35 hours Internship + one-on-one coaching sessions
- Final Presentation at the end of the Internship



An **Internship Certificate** and a **Progress Report** are issued to all participants who successfully complete the program.

check start dates!

Internship Preparation Course (27 hrs/wk)

Class Schedule		Monday	Tuesday	Wednesday	Thursday	Friday
	9:00 - 10:45 11:00 - 1:00	Grammar Review Business English	Grammar Review Business English	Grammar Review Business English	Grammar Review Business English	Workshops Projects Self-Study
	2:00 - 3:45	Internship Preparation	Internship Preparation	Internship Preparation	Internship Preparation	