

# iip International Internship Programs



International Presenters  
Guide for Hosts

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## **Cultural Exchange Program**

*The International Internship Program's (IIP) 'International Presenters Program' has placed more than 16,000 interns world-wide.*



*IIP offers schools and host families the unique experience of developing an awareness of cultural diversity through learning about **Korean, Japanese, Chinese and Thai** people, their culture, customs and traditions – a far more effective resource than library books or videos.*

### ① Why host an intern at your school?

Whether your school has an established language program or you wish to expose your students to a diverse range of international cultures; hosting an International Cultural Presenter / Assistant Language Teacher is one of the simplest ways to add immediate value to any curriculum and provide students, staff and the local community with a culturally rewarding experience.

### ② Who are the interns?

IIP's International Presenters are volunteer culture presenters / language assistant teachers. They come from diverse backgrounds and are screened according to their personality, communicative ability and purpose of participating. Typically, most presenters are in their 20's and 30's, have completed two to four years of higher education, and currently enrolled in a university. Some additional reasons they join the program may include:

- To improve their communication and foreign language skills
- To learn about educational systems in foreign countries
- To challenge themselves in preparation for future careers
- To experience daily home life in another culture and develop an international mind-set

Although some may have experience as teachers in their own country, most presenters are ordinary citizens, who are eager to share their culture and language with the world as an ambassador through language instruction and cultural activities.

## ③ What are the Program Highlights?

For 30 years, IIP has been committed to promoting international understanding through the exchange of knowledge, experience and culture. As a host school your students will be exposed to a culture very different from their own, allowing them to broaden their knowledge through hands on experience and face-to-face communication.

The program promotes variety, as presenters share their own unique experiences and skills including:

- A variety of languages: *(Korean, Japanese, Chinese and Thai )*
- Traditional cultural arts: *(calligraphy, paper folding, tea ceremony, etc.)*
- Traditional cultural performance: *(tea ceremony, dance, music, etc.)*
- Traditional sports and games: *(Taekwondo, Sumo, children's games, etc.)*
- Contemporary lifestyles: *(school life, housing, foods, cooking, etc.)*

Program Overview:

- The aim of the program is to be educationally beneficial and rewarding for both host and presenter and offers unique opportunities for diversity and enrichment.
- Schools from Kinder/infant through to high school can participate.
- No fees are required to apply and participate.
- There are two starting periods in a year.
- Our programs are basically arranged for 3, 6, 9 or 12 months, however, this may be adjusted based on the presenter's availability and needs of the host school.
- During the visit the presenter will stay with a host family, this will allow host families to learn about their culture as well as giving them an insight into local family life.

## ④ What are the costs?

The program is on a purely **unpaid basis** and the school is not required to provide any financial compensation. In short, IIP interns are cultural exchange volunteers, and are considered as a resource for introducing the language and culture of their home country. We do however request host schools to:

- Provide free lunches for every school day worked;
- Arrange the intern's transportation to and from school and
- Assist in finding suitable home-stay accommodation within the community for the duration of the visit, except for summer vacations.\*

In return, interns will pay their host families a stipend to cover additional costs for the period of their stay.

\* Please see Q5. - Frequently Asked Question, on page 5.

## Responsibilities

### ⑤ Host Schools

- Provide the interns with an arrangement of schedule commensurate with the talents and abilities of the intern as well as learning opportunities such as attendance of meetings, seminars and workshops.
- Ensure the intern is accorded the same respect and opportunities provided to other staff members of similar status.
- Ensure that transportation is arranged upon arrival and departure from/to the airport or station designated by the host organization and during the internship arrange daily transportation from/to school.
- Identify a supervisor who will interact with and guide the intern and notify staff members of the upcoming internship.
- Provide space and equipment for the intern's use.
- Provide orientation and discuss mutual expectations and goals, and review them frequently.
- Provide a free lunch for every school day worked.
- Prepare and/or complete necessary paperwork for IIP in a timely manner.
- Coordinate with IIP on the resolution of any problems encountered.
- Assist in finding a suitable home stay family(ies) in a safe and convenient area, who will provide a room and boarding needs of the presenter and should the need arise, arrange for an alternative host family.

### ⑥ Host Family

- Ensure the intern will be treated as a member of the Host Family and will have an enriching home stay experience.
- Provide a room and board, including all meals (except lunch on school days) and utilities, for which the intern will contribute a pre-agreed amount to help defray living expenses.
- Host families shall agree to discharge the intern without any hindrance, if something unexpected happens, which prompts IIP, or the intern to decide to terminate/shorten the intern's stay.

### ⑦ IIP Head Office

- Arrange an internship suitable to the intern's desires, skills, and abilities as well as the host school's needs.
- Respond to any questions from the intern or host school in a timely manner.
- Monitor the progress of the intern within the host school and the community via the monthly reports submitted by the intern, evaluations provided by the host school and other communication.
- Serve as liaison between intern and host school and coordinate to resolve any outstanding issues or problems.

## ⑧ Presenter / Intern

- Exert time and effort to provide the students with successful cultural activities and to improve his or her language abilities.
- Ensure that he/she is aware of their responsibilities as an intern, and realizes what is expected of him/her.
- Participate in school's daily operations, projects as deemed acceptable, and to act as a selected guest/visitor who brings something different such as culture, language and way of thinking.
- Keep in mind that the aim of the program is to be beneficial and rewarding for both the host and the intern, and should be approached in the spirit of give and take.
- Pay for airfare, insurance, accommodation and other personal expenses.
- Coordinate with IIP on the resolution of any problems encountered.
- Submit monthly reports on internship activities to IIP.
- Arrange their own extended activities and accommodation during Easter, Summer, Autumn vacations.
- Contribute a pre-agreed fee to the host family to help defray expenses for meals and accommodation.
- Be responsible for their return airfare at the presenter's personal expense.
- Acquire an insurance policy for the entire duration the term of the program. The recommended policy is an 'Overseas Travel Accident Insurance Policy', which includes, but is not limited to:  
Death & Physical Impediment due to Accident, Medical Expenses due to Accident, Medical Expenses due to Sickness, Personal Liability (Property Damage & Bodily Injury), Rescuers Expenses and Baggage loss.

## Map of Placements



## ⑨ Frequently Asked Questions

### Q.1 When does the program start, and how long does it last?

Typically the program can start in the New Year or fall and last from a few weeks up to 12 months. The precise timings and duration will depend on the interests of the host and visitor with adjustments made accordingly. Due to UK visa regulations, the maximum duration at a school will be 6 months.

### Q.2 What kind of visa does the presenter have and who is the sponsor?

Naturally this will depend on the country, but for example in the US IIP sponsors a Q-1 visa program approved by the Attorney General for the purpose sharing the history, culture, and traditions of the visitor's home country. To learn more about this visa classification, please visit: [http://travel.state.gov/visa/temp/types/types\\_1267.html#16](http://travel.state.gov/visa/temp/types/types_1267.html#16) For other countries, if you have any specific questions please let us know.

### Q3: How does IIP ensure suitable interns for the program?

All candidates have undergone a thorough screening process, conducted by IIPs well trained staff, which includes: educational and professional background, program motivation, personality, adaptability and English communicative ability. Our assessment criteria is based on 30 years of experience and over 16,000 interns.

### Q4: Where do presenters stay? What about expenses?

Generally, presenters stay with host families introduced by the host school. (*Sometimes more than one family can host the presenter.*) Presenters contribute fees to the host family to defray meals and other related expenses. If the host school cannot find a suitable host family, presenters can be accommodated at a boarding house, school dormitory or similar.

### Q5: What happens during the vacations?

During school breaks there is no need for host schools and families to provide activities and accommodation for presenters. Presenters are entirely responsible for their own arrangements at these times and many take the opportunity to travel or study.

### Q6: What types of insurance does a presenter carry?

Presenters carry personal insurance for injury, sickness and liability including: death or residual disability due to injury, death due to illness, medical expenses due to injury, medical expenses due to illness, liability (personal and property), household goods & personal belongings, rescuer's expenses, etc.

### Q7: What documentation is required to host a presenter?

Potential host schools are required to complete the following documents:

- ① Host School Pre-Agreement (*Depending on the Host Country*)
- ② Letter of Invitation (LOI) – required for VISA applications
- ③ Host School Application – provides vital information for recruiting and matching and later given to the intern
- ④ Host Family Application – as above.

## ⑩ What is the placement process?

### Stage 1 - Application

Complete the Host School Agreement and Application Form. To be returned by fax or email to your IIP contact. The information you provide will assist IIP initially in adequately matching presenters to your specific needs.

### Stage 2 - Matching

IIP will use the information you provide in the Host School Application Form to match suitable interns. The profile of a / some potential intern/s will be sent to you for your consideration.

### Stage 3 - Decision

Before making your decision, discuss the proposal with the staff members who will be working with the presenter. Please consider the needs of your school and based on the intern's attributes, where they can be better utilized.

### Stage 4 – Host Family

The home stay experience is very important for the success of the program. The home stay offers the Presenter a unique opportunity to experience the host country's lifestyle in a most exciting and educational way. The experience is intended to be mutually beneficial. We hope the host family learns as much as possible about the culture, customs and people of the presenter's home country. It is the responsibility of the school to find home stay accommodation for the presenter during their stay. If the program is 6, 9 or 12 months, it is quite acceptable for the presenter to stay with a couple of different host families. The presenter contributes a fee to the host family to help defray meals and related expenses.

### Stage 5 – Documents

To confirm your desire to host the intern recommended, please submit the following documents:  
(1) Letter of Invitation and the (2) Host Family Application Form, which will be provided by your IIP coordinator. Please note that any information such as: school prospectus, calendar / timetable, community information, would be helpful.

## Stage 6 – Preparation

About one month before, advise staff, students and parents of the arrival of the presenter in the school. This could be done using the school newsletter, email or school website. Information that will be of interest to the school and community could include how long the presenter will be at the school, the purpose of their visit and their nationality.

## Stage 7 – Pre-Arrival

(Note: **UK** interns will have already spent some time at a college prior to arriving at the host school & the following information does not necessarily apply.)

Before arrival, IIP will ask you to pick the presenter up from the Airport. IIP will contact you with the travel plan of the presenter before he/she arrives. We will require information regarding the meeting point at the designated airport and details of the person who will pick them up, including contact numbers.

## Stage 8 – Post Arrival

Upon arrival at the school, please schedule a meeting to discuss and plan an appropriate program that meets both your school's needs and the intern's desires and abilities. Please provide the intern with appropriate teaching material, which can be used for activities. During the first month of the intern's arrival, IIP will ask you to complete a Post-Arrival Questionnaire concerning the intern's ability to adapt to their new environment, their activities and level of participation and how well they have been able to integrate into the daily lives of their host family.

## Stage 9 – Hosting

During the program, IIP kindly asks you to oversee the program's activities and keep in regular contact with the host family. If possible, visit the host family in order to gain a better understanding of the presenter's home stay experience. Please contact IIP if there are any concerns or matters that need to be discussed in relation to the program.

## Stage 10 – Completion

One month before the program's completion, IIP will ask you to complete an End of Program evaluation, to score the intern's performance, the program's benefit and success and to give comments where required. Attached to the evaluation questionnaire is a letter of reference (template), which can be used to acknowledge the effort and work of your intern. Please note that in many cases interns are able to use this letter for university credit, and / or professional recognition of language skills and international experience.

## ⑪ Guide for Host Families

*Thank you for your interest in hosting an IIP intern. It is the objective of these guidelines to provide participating host families with a general idea of what to expect and give some advice on how to achieve building successful relationships. Hosting presents both the host family and intern with a fantastic opportunity for cultural exchange and hopefully this guide will be helpful in creating a rewarding stay for all involved.*

### Before Arrival

#### Arrangements

Once the Host Family Application Form has been completed, IIP will pass all the information on to the intern who then can start planning their stay. IIP greatly appreciates the host family's assistance and kindness in hosting an intern and trust that it will be a fantastic experience for everyone. During the home stay please try not to treat the visitor as a special guest but rather as one of the family with no special favors, and conversely, no special expectations. Therefore, apart from providing the intern with a private room, we do not ask the family to make any special arrangements.

#### Communication

We encourage interns to contact their host family as early as possible. It is better for everyone to be familiar with each other before arrival. No doubt there will be some questions you would like to ask the intern; and of course they would be very grateful for any useful information or advice to help with their preparations.

Any other practical information, photographs etc. would be greatly appreciated! Although it is not essential, we hope that by the time the intern arrives a good relationship has already been established.

### Arrival

#### Home Life

Once the intern has arrived safely at their new home, they will probably be feeling a combination of excitement, nervousness and exhaustion. It will be a highly emotional time for them and will be very glad to be met with a friendly face after their long journey (in some cases over 24 hours!)

Each intern is different in how they react upon arrival, and some may appreciate some time alone to reflect and take in their new surroundings. The fatigue and jet-lag could last between one and two weeks as the intern adjusts to the time difference, so please bear this in mind if they seem a little subdued. If you have any concerns during the first few weeks, please feel free to contact IIP for ideas or assistance.

**UK Interns** ~ Prior to joining the school, the intern will have spent some time in the UK in study and preparation. As such he or she will already be accustomed to many of the daily customs and habits of living in the UK, however, a change of environment and fresh challenges are always something to prepare for. IIP will connect you with the intern well in advance of their arrival so that communication by email, phone or letter can commence as soon as possible, allowing everyone to get a little acquainted and better prepared for the visit.

## Household Chores

The visitor should be considered as a member of the family and giving him/her some chores to do in the home is considered appropriate. It may be worthwhile to set out some weekly task for them to complete. However, please consider that some interns are working the equivalent to a full-time job and may not have so much time to spare.

## Religious Activity

In the case of Korea, just under half the Korean population express no religious preference. The remaining percentages are made up of Christians, Buddhists and Confucianists. (*Source: Library of Congress 2005*)

## Orientation

Once the visitor has settled in, they will enjoy learning about how everything works. Please show them how to use the household appliances; washing machine, microwave, oven/stove, etc. It may take a little time to feel comfortable in your home and learn how to use things, so repetition of certain tasks and reassurance is often necessary.

If there are any special house rules or things the visitor should be aware of, please let them know as soon as possible, to avoid any misunderstandings.

A number of ground rules may help to create a good sense of their boundaries, for example:

- *How and when to use the telephone*
- *If/where smoking is allowed/prohibited*
- *When and how to use the shower/bath*
- *If the visitor can have free use of the kitchen*
- *When meal times are*
- *What household chores are expected*
- *A suitable time for the visitor to be home at night*

The intern should have access to a telephone in order to make calls to friends, the school and occasionally to their home country. However, to offset the cost, please let them know where to purchase international phone cards, if IP or cheap dial-up services are unavailable. It would be very helpful to find out about the different options available in advance.

## Access

In the past, many of our host families have allowed interns to have a key of the house. This makes the stay easier for everybody concerned and it is a sign of trust. However, if this is not possible, the intern must have access to the house at all times in case of emergency, bad weather, or they may have simply forgotten something important.

## Transport

The host school is in charge of providing the intern with daily transportation but the family should provide the intern with written information on how to get to and from the school.

## Medical Treatment

Should the intern become ill and appear to need medical attention, please do not hesitate to contact your family doctor and at the same time IIP. Interns carry a personal insurance policy, covering them for all medical expenses. In certain cases the intern may have to claim medical expenses using receipts issued by the treatment center or clinic. Please assist the intern in clarifying the payment system as required, and if necessary contact IIP for further support.

## Meals

There is no need to make any special provisions for the intern's meals. Part of their anticipated home life experience includes food and sharing meals with the family. However, if there are any special circumstances regarding the visitor's diet, such as allergies, vegetarian or diabetes, the host family will be informed in advance. In return, please also inform them about any circumstances they should be aware of.

Portions are comparatively smaller in Asia, so please don't be offended if the intern takes some time to adjust. Sometimes they may want to do something to return the host family's kindness; one way is to prepare some food. If the visitor offers to make a meal, it's a great opportunity to try some home-cooked Asian cuisine, while allowing them to show their appreciation!

## Expenses

The intern will contribute a fixed amount to help defray food and utility expenses every week. If they are traveling or away from home for a week or longer, please consider negotiating a refund in the allowance. However, if the visitor should spend a week alone, the allowance should be paid as usual on the condition that the normal provisions are made for the visitor during that time.

If the intern is allowed to invite a friend for an overnight stay, it should be made clear if an extra meal contribution is expected.

To avoid embarrassment or confusion, please discuss how much the intern should expect to contribute if there are any trips, excursions or for eating out etc. Obviously they will probably not be able to make all functions, so please do not be offended if the intern declines an invitation. In addition, please take into consideration that intern come from a variety of financial backgrounds and some will be on tighter budget than others.

## Meeting Others

Your visitor will be interested in learning about "your way of life". Therefore, it will be of importance to them to be introduced to family and friends. As host, you should introduce the intern to your neighbors and friends and encourage them to accept invitations to visit etc.

## Weekends / Holidays

If in the case the intern stays with a host family, the host family does not have to arrange activities every weekend. It is better to let the intern participate in your normal schedule. Take the intern with you when you go to the bank, post office, some gatherings etc. Do not change your schedule according to the visitor; privacy is needed for both parties. Please ensure to exchange information on your respective schedules. It is best to find a balance between letting the intern choose to participate or not, but keeping in mind that they do not feel left out and excluded.

## Handling Difficulties

When people from very different cultures live together, it is understandable when miscommunications occur. Issues are often small and easily resolved. It is expected the intern will spend a great deal of time with their host family, so openness between each other is crucial in maintaining a harmonious relationship. It is advantageous to have an atmosphere where the intern and host can freely discuss any issues they may have.

The intern is there to learn 'how things are done' in their host country and will do everything they can to respect the rules. If breaking one of these rules creates conflict, please explain why. However, in most cases, inappropriate behavior/actions are often unintentional due to a small misunderstanding, unfamiliarity with the language; cultural etiquette or simply not aware that they are doing wrong. To prevent any misunderstandings, it is best to explain important matters more than once.

The majority of internships run smoothly and generally any problems are usually resolved between the intern and their host family. However, if necessary, please contact IIP for advice, support or to help mediate.

## Culture Shock

Adjustments have to be made to the differences in climate, food, living environment and daily routines. All this, combined with jet lag etc, may cause culture shock for the visitor. The host may have probably experienced this themselves at one time or another and it is better not to think of it as something lasting or irrevocable. To help the visitor overcome these changes, please be patient and understanding during the first few weeks. Many interns often keep problems to themselves, as they tend to think that others may not understand their needs and feelings. However, they will of course feel much better if someone will sympathize and try to communicate with them.

## Homesickness

Homesickness is a normal feeling for anyone living far away from home. However, including the intern in your company/family activities will help them feel more accepted and part of a group as they try to integrate into their new environment. Inviting the intern to participate in some kind of sport, game or some other activity would help to take their mind off how they feel.

At the same time, it is equally important to allow the intern some private time to come to terms with their new environment and being so far away from their family. Remembering, that living in a totally different environment can create tension, and it is nice if the visitor can totally relax every now and then.

## Benefits for Host Families

**Experience a new and exciting family time** – Families can experience another country's culture and language first-hand, in their homes. If you are parent/s of students at the Host School, this is a perfect way to gain the most from this international experience.

**Give your family a new perspective of your community** – By showing your intern the different aspects of your community, you will find yourself exploring your surroundings with different eyes.

**Learn about a different culture** – By hosting an international intern you will also immersing your family into their culture, expanding the international knowledge of your family without having to leave the country.

**Create lifelong memories** – To many host families this is a once in a lifetime learning experience, which results in cross-cultural relationships that leave a lasting impression and sense of connection between both countries, the intern's family and their local community.