

Professional Work & Language Experience Volunteer Internship Program

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 attend a 4-week Preparation course first and pass the Internship Placement Test.



This course is not meant as a job training program and is not intended to lead to employment opportunities. Participants should have 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 and language proficiency.

Professional Internship fields can include:

- Advertising
- Architecture
- Sales/Marketing
- Legal Services
- Business Administration
- Banking/Financial Services
- Information Technology
- Hospitality & Tourism

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.



An Internship Certificate and a Progress Report are issued to all participants who successfully complete the program. Placement in a specific field is based on availability and cannot always be guaranteed.

- 4-week Preparation course (27 hrs/wk) prior to the internship required for all participants
- minimum age: 21 years or older
- length of Internship: 8 or 12 weeks
- develop professional resume & interview skills prior to Internship
- 30-35 hours Internship + one-on-one coaching sessions



Length
4 wks Preparation + 8 or 12 wks Internship

Minimum Level
High Intermediate to Advanced

Minimum Age
21 years or older

Start Dates
2008 September 29

Course Cost
Preparation Course
tuition, 4 weeks \$ 990
supplies, 4 weeks \$ 75
Internship Fees
placement fee \$ 190
8 wks Internship \$ 790 16 hrs one-on-one sessions
12 wks Internship \$ 990 20 hrs one-on-one sessions
supplies, materials \$ 50

4-week Preparation Course - Schedule (27 hrs/wk)

Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:45 11:00 - 01:00 lunch break 02:00 - 03:45	09:00 - 10:45 11:00 - 01:00 lunch break 02:00 - 03:45	09:00 - 10:45 11:00 - 01:00 lunch break 02:00 - 03:45	09:00 - 10:45 11:00 - 01:00 lunch break 02:00 - 03:45	09:00 - 10:45 11:15 - 01:00
Grammar Review Business English or Conversation Internship Preparation	Grammar Review Business English or Conversation Internship Preparation	Grammar Review Business English or Conversation Internship Preparation	Grammar Review Business English or Conversation Internship Preparation	Workshops Projects Self-Study