



Internships for America Our Mission Statement

Internship for America (I4A) is an Internship Program Management Service with over 25 years experience in the field of Outsourcing and Staff Management.

Our mission is threefold; it is to the Corporation, the Student and the College and University. Each constituency has a vested interest in the internship process. Though each has different goals and objectives it wants to achieve, combined they result in an efficient manner of providing future employees, managers, and executives an opportunity to experience the responsibilities and challenges they can expect as they move into the workforce. Therefore, our mission to the:

- ◆ **Corporation** - Is to provide a cost-effective pool of highly motivated, well-educated students. To assist in developing programs that; provide future leaders training & exposure to the corporate environment.

- ◆ **Student** - To provide the student with an interesting and challenging internship related to the students field of study. To assist the student before and during the internship by providing mentoring support.

- ◆ **University** - To insure that the internship program that the student is enrolled addresses the goals and objectives of the university.

Philosophy:

We believe that the internship process is comprised of three distinct learning experiences.

- ◆ The training and experience received by the student in his/her field of study during the internship.

- ◆ The experience received by living and Interning in the US and meeting people from different cultural backgrounds.

- ◆ From Internships for America's sponsored "Cultural Program"



Internships for America The Program Steps

When we have identified potential students for an internship we then proceed with the following steps:

- ◆ 1st Interview to determine goals and English fluency and explain program;
- ◆ 2nd Interview with manager to discuss internship specifics;
- ◆ Internship position is offered. All documents and payments are due;
- ◆ DS2019 Issued;
- ◆ Embassy appointment made by the student;
- ◆ Internships for America prepares student for an embassy interview;
- ◆ Pre-Orientation sent to student;
- ◆ Visa Obtained;
- ◆ Travel arrangements sent to I4A by student;
- ◆ Dress code and pick-up instructions given;
- ◆ Pick up made at the airport;
- ◆ Orientation made in Internship for America offices;
- ◆ Start internship.

Once the student is issued the DS2019 s/he proceeds to set up an interview appointment at the embassy. Final approval and issuance of the J-1 Visa is the authority of the US Consulate. It is the responsibility of student to make sure that s/he is properly prepared with all the required documentation to visit the embassy. Internships for America will set

up a telephone time to help prepare the student for their embassy visit. Once the US Consulate has issued the J-1 Visa the student is ready to travel to the US. Upon arrival in Atlanta GA, a representative of Internships for America will be there to greet and drive the intern to one of our Apartment facilities. The representative will get him/her settled, review the orientation program schedule and even take the student that evening to the grocery store to get some basics for the next day or so.

All living accommodations are supplied and paid for by Internships for America.

This includes the following:

- ◆ **Apartment:** One or Two bedrooms, a bath per bedroom, living room, dining room, and kitchen;
- ◆ **Utilities:** Gas, Electricity, Water, Garbage and sewer. etc.
- ◆ **Furniture** Fully Furnished, beds, couch, chairs, dressers, pictures
- ◆ **Kitchen** Equipment and Cooking Utensils-Stove, pots, pans, dishes, glasses, eating utensils etc.
- ◆ **Linens** bed sheets, pillows and cases, towels and blankets.
- ◆ **Cable TV (basic service),** Telephone-basic service for local calls only;
- ◆ **Misc.** Ironing board, iron, alarm clocks, vacuum, mop and bucket.

Many of the apartment complexes we use have swimming pools, laundry facilities, health club facilities and assorted other amenities. We strive for facilities with these amenities however we cannot guarantee this. What is not included is:

- ◆ Food
- ◆ Entertainment
- ◆ Personal Care needs

Depending where the students are housed governs what mode of transportation we recommend to the student. If the apartment complex and the internship site are located on our public transportation system, this transportation allowance of \$52.50 covers the

cost of a monthly transit pass. In cases where there is no public transportation purchase of an inexpensive vehicle is required. To assist a student with gas we provide a transportation allowance of \$52.50 per month. We encourage students on the same training site to pool their resources together to purchase a vehicle.

In addition to the housing and transportation, each student is provided a monthly stipend, which is paid out semi-monthly. Stipend payments are as follows:

- ◆ \$425 per month, for interns in non-technical programs. These are accounting, business, marketing, hospitality and other such fields of study.
- ◆ \$750 per month, for interns in a technical program. These are computer science, MIS, programmers, web developers, mechanical, electrical, civil and other engineering disciplines.

To assist the students on an on going basis a 24/7 hotline is available to the intern to help with a variety of issues ranging from how to get a library card to dealing with medical situations. The first few months are usually the most difficult time for the intern because s/he is going through a number of different adjustments simultaneously. To deal with this the student is given upon arrival an in-depth orientation and also is required to participate in a “Post-Orientation Program” designed to give the new intern an opportunity to discuss how things are going. During the first few days the intern is orientated to the program, taken to open a bank account and obtain and purchase a vehicle (if needed).

In all such situations a member of Internships for America’s management team is there with the intern to assist with the process and answer questions. Finally, we provide a mandatory Cross Cultural and Educational Program.