



Internship Program

Centro Venezolano Americano offers an internship program, not designed for the experienced professional, but for recent graduates who are American or Canadian citizens and whose purposes are:

- a) to get acquainted with Venezuela, its people, language and culture;
- b) to teach English and gain valuable teaching experience abroad in a non-English speaking country;
- c) to share one's knowledge of the North American culture.

The agreement between the Center and the Intern is for a period of no less than 6 months to teach English as a Foreign Language, study Spanish and participate in the cultural events sponsored by the Center. Contracts can be renewed for up to a two-year period.

Centro Venezolano Americano offers a monthly income calculated according to the number of shifts taught within the month (minimum of 20 tandas per week: 1 tanda = 90' class,) a monthly housing allowance and emergency health insurance. The Center is closed from mid-December through the first week in January. During that time, interns receive the full housing allowance and the income is calculated according to the number of days taught those first days of December/January.

We also give the intern a scholarship to study in our prestigious Spanish as a Second Language Program so that s/he leaves Venezuela with a better knowledge and understanding of the Spanish language and Venezuelan culture.

CVA is a binational non-profit cultural Association founded in 1941 to enhance the relationship between the peoples of Venezuela and the U.S.A at a non-governmental level. The school has 32 classrooms, an English-Spanish public library, a computer language lab, a snack bar, and a Teachers' lounge. We have a monthly student body of over 3000 and a staff of 75 instructors.

Some of CVA English courses are:

- Adults: Daily (Monday through Friday), Interdaily (Mon-Wed-Fri or Tue-Thur); Saturday.
 - Kids and Teens (on site and at different schools in Caracas.)
 - Special: TOEFL Prep, Grammar, Conversation Club.
- (For most Programs, each class period is 90 minutes long.)

Teaching English can be both unbelievably fun and a rewarding experience. Although at first it may seem difficult to prepare all lessons, it soon becomes second nature. Fortunately for the CVA teaching staff, most students are very enthusiastic about learning English as many of them need it for college or for their jobs. Classes are mainly oriented towards oral skills. All teaching and evaluation materials are provided by CVA and we welcome any materials / ideas you might bring to enhance our Programs.

Each class has its own set of books, syllabus, timetable, and exams. It is, however, the creative teacher who presents the material most successfully. All classes are conducted solely in English; therefore, no knowledge of Spanish is necessary for teaching.

Before you actually start teaching, you will join our Pre-Service Teacher Training Program to have an opportunity to become familiar with our institution and its academic and administrative norms and procedures, so do not worry if you don't have any previous teaching experience.

Teachers' attire is business-like, but casual. No jeans, sneakers, shorts, or sandals are allowed. Men wear slacks and collared shirts. Women wear slacks, skirts, blouses or dresses.

We suggest you do some reading on Venezuela before you decide to accept this professional opportunity. Culture is something that has to be experienced and cannot be fully explained on paper, but two books that can give some insight into our country are LONELY PLANET-TRAVEL SURVIVAL KIT-VENEZUELA and INSIGHT GUIDES - VENEZUELA by APA Publications. These books can be found in many large bookstores in the U.S. Also, the book I SPEAK ENGLISH by Literacy Volunteers of America, Inc. can give you ideas on how to teach and how to manage the cultural differences you'll face.

You might be interested in applying for the International Student Identity Card which would enable you to get discounted airfares and additional sickness and accident insurance. For more information, send a message to ISICOffices@cjee.org. One of the Interns gave us this tip and was pleased with the services the card offers.

As you will be sharing your culture with our students and teachers, you will want to bring information, photos and posters related to your area of the country, as well as American holiday paraphernalia. You may also want to purchase an excellent book by Don Snow (TESOL) More Than a Native Speaker - An Introduction for Volunteers Teaching Abroad.

You will notice that CVA is a high-paced educational and cultural institution. Teachers, supervisors and other personnel are very busy, but more than willing to help. If there is something you don't know or are not sure about, do not hesitate to ask.

During your first days in Caracas, we will help you take care of all the necessary paperwork and errands such as opening a bank account, getting you registered at the Embassy and filling out the insurance application form.

The biggest potential problem facing new interns is finding a place to live. The suggested housing option is to rent a room with a family. Renting an apartment could be extremely expensive. Renting a room usually costs between Bs.F. 1,500 to 2,000 a month with a one or two-month deposit paid on arrival and returned upon departure. You should also inquire about the use of the kitchen and laundry facilities. Most rooms do not come with sheets and towels, so it is a good idea to bring your own. Apartments are much more expensive and renters ask for a three to six-month deposit. Also, apartments are not usually furnished, not even with a refrigerator. It could take up to two weeks to locate permanent housing, so you should come financially prepared.

Should you be interested in coming to CVA and sharing your knowledge and culture, please send us the following documents:

- * Two letters of recommendation
- * Recent close-up picture
- * Résumé
- * University transcripts
- * Copy of Passport
- * Date available

Once we receive these documents, we will consider your case and let you know of our decision. Please provide an e-mail address to expedite our answer or allow 6 to 8 weeks for the mail.

Following is an English version of the contract you'd be signing (in Spanish) upon arrival if selected to be part of our program:

"AGREEMENT---Between CENTRO VENEZOLANO AMERICANO, a binational non-profit civil association, domiciled in Caracas, established according to the document recorded as such in the Second Bureau of Records of the First Circuit of the Libertador Department, Federal District on June the 28, 1948, under N° 204, First Protocol, Volume IV, which from now on shall be called "THE CENTER", represented by Rebecca Betancourt, General Director, who is Venezuelan, of legal age, domiciled in Caracas, Identity Card N°, and who has been sufficiently authorized by the internal regulations of the Institution, as first contracting party and the other contracting party by, _____, United States citizen, of legal age, passport N° _____ who from now on shall be called "THE INTERN," it has been agreed by both parties to carry out the present agreement, which will be ruled by the following clauses: **FIRST:** Upon "THE INTERN's" request, "THE CENTER," being a non-profit civil association whose main purpose is the enhancement of culture and education, agrees to grant "THE INTERN" an internship in order to put his/her academic studies into practice. To this effect, "THE CENTER" allows him/her the participation in its program of teaching activities, participating as an instructor in the English language courses, and as a facilitator in the workshops, lectures, seminars, courses and conversation clubs offered by "THE CENTER" to its participants through its Academic and/or Cultural Department, which from now on shall be called "THE DEPARTMENTS." Likewise, "THE CENTER" grants "THE INTERN" a scholarship in its Spanish as a Second Language Program. To this effect "THE INTERN" agrees to take the Spanish courses or other courses related to the Spanish Language offered by "THE CENTER." **SECOND:** In granting the internship, "THE CENTER" will contribute in cash and in local currency with the INTERN's lodging, food and tuition in Venezuela. To this effect, "THE CENTER" will give "THE INTERN" Bs.F. 36.00 per each academic shift of ninety (90) minutes that "THE DEPARTMENTS" assign "THE INTERN" with the exception of the hours that he/she devotes to learning the Spanish language. Likewise, "THE CENTER" will grant "THE INTERN" a special monthly bonus of two thousand five hundred bolivars fuertes (2,500.00) for housing expenses and another bonus of one thousand bolivars Fuertes for food expenses. It is expressly agreed between the parties that "THE INTERN" will pay for all the travel expenses from and to his/her home country, as well as any moving and residence change expenses. It is understood that all visa related expenses will be paid for by "THE INTERN." **THIRD:** "THE INTERN" agrees to a full time dedication to CVA's activities in order to give his/her best study performance for which he/she has been granted the internship and to carry out the activities designated by "THE CENTER" Mondays through Saturdays for a minimum of 40 academic hours per week. **FOURTH:** "THE CENTER" will also plan other complementary activities, which will help "THE INTERN" put into practice the knowledge acquired in the fields of language and teaching techniques. "THE INTERN" agrees to take part in programs which will give him/her the possibility of enrichment in one or more of the following activities: a) Be an instructor in the different English language courses offered by "THE CENTER." b) Help "THE CENTER" in the In-service Teacher Training Program and in the preparation of workshops offered to "THE CENTER'S" teaching staff or to other English-language teachers of Venezuela in order to improve their knowledge of the English language and learn new teaching techniques. To this end, "THE INTERN" will be instructor, facilitator, programmer, etc. c) Cooperate with "THE CENTER" in spreading the culture of the Venezuelan and American people, sharing personal experiences as students and professionals, thus upon his/her returning to his/her home country "THE INTERN" will be able to share with his/her countrymen his/her experiences while in our country. d) Carry out any other activities jointly agreed upon with "THE CENTER". "THE INTERN" will necessarily carry out these activities since they are an important condition in the granting of the internship and are complementary to the studies undertaken by "THE INTERN" in Venezuela. **FIFTH:** Under no circumstances can "THE INTERN" be employed or engaged in a labor agreement in Venezuela. **SIXTH:** "THE INTERN" agrees to make the necessary arrangements to legalize his/her admission in Venezuela, as well as to pay for all the necessary documentation expenses. **SEVENTH:** "THE INTERN" agrees to return to his/her home country upon the conclusion of the present agreement or of its extension, if such were the case. Once the terms have expired and if "THE INTERN" refuses to return to his/her country, "THE CENTER" is obliged to take the corresponding legal actions. **EIGHTH:** If considered convenient, "THE CENTER" may agree to life, hospital, and surgery insurance for "THE INTERN." **NINTH:** "THE INTERN" agrees to obey the Venezuelan legal dispositions, "THE CENTER'S" internal regulations and each and every one of the clauses in this agreement. Failure to do so will lead to the immediate loss of the internship granted and "THE INTERN'S" return to his/her country will be necessary. In no case whatsoever will "THE CENTER" be responsible for any illegal activities in which "THE INTERN" might be involved. **TENTH:** Any of the following causes will lead to an immediate termination of this agreement: 1) False data supplied in the internship application. 2) Employment undertaken by "THE INTERN." 3) Not beginning the Program on the agreed upon date. 4) Suspension or desertion from "THE CENTER'S" Language Program and/or complementary activities or unsatisfactory academic performance or participation in the above mentioned as evaluated by "THE CENTER." 5) Direct or indirect participation by "THE INTERN" in illegal acts or deeds punished by the Law. 6) Not complying with any of the clauses of this agreement. **ELEVENTH:** The present agreement will have duration of six (6) months, effective as of _____. While this agreement is in force, either party may end it for any reason without notice to the other party, and without causing indemnities of any nature. **TWELFTH:** For all effects, derivations and consequences of this agreement the legislation to be followed will be the Venezuelan law and Caracas will be the legal domicile, to which jurisdiction both parties declare to submit. **THIRTEENTH:** Being of the same nature and to only one effect, two

copies in Spanish are made in Caracas, on _____. For all legal purposes the parties agree that the Spanish version shall be binding.

REBECCA BETANCOURT
"THE CENTER"

"THE INTERN"
Passport number:

We hope that you will take advantage of the opportunities this program has to offer. Learn as much as you can about this country and its people, and share with those you come in contact with as much as you can about your culture and country.

It is always a pleasure for us to have native speakers who can teach English and learn Spanish at Centro Venezolano Americano. We hope you are the next one!

Nancy C. Carapaica
Academic Director
ncarapaica@gmail.com