

YOUR SPANISH SCHOOL IN COSTA RICA ...

INFORMATION ON PROFESSIONAL INTERNSHIPS

Dear Prospective Student and Intern:

We cordially greet you in the name of the **IECR INSTITUTO DE ESPAÑOL "COSTA RICA"** and thank you for the interest in our Spanish Courses and Professional Internship Programs in Costa Rica.

Hereby we inform you regarding our Professional Internship Programs:

Type of Internship

The internships are professional internships, that means that they are related to a certain academic or professional field. The participant selects the type of internship indicating desired or preferred internship fields. Alternative fields should be indicated as well and special limitations should be renounced in order to enable a successful placing. The dates indicated by the participants build the basis for the assignation of the internship.

Enterprises/Institutions

Internship employers might be enterprises, institutions, authorities, associations, organizations, lawyer's offices, hospitals, research institutions, national parks, etc. In most cases employers are national ones. However, they also might be branches or subsidiaries of international enterprises.

Period of Internship

The participant determines the period of the internships. A minimum of 8 weeks is required - for National Parks 2 weeks. As a rule the period of professional internships is between 8 and 12 weeks. Longer periods are possible as well.

Working time

The working time is fixed by the employer. Internships are full-time works.

Payment of Internships

A possible compensation of the internships is applied to the employers. Normally internships are not paid. A compensation can often not take place for economical and social reasons. By all means the participants must meet enough proper means in order to cover cost of living during the internship period and leisure-time activities.

Successful performances of participants have already been compensated by non-financial allowances of the employers e.g. by payment of food, fare, tours.

The **IECR INSTITUTO DE ESPAÑOL "COSTA RICA"** issues a certificate of attendance regarding the Spanish program. If the participant wishes a certificate of the employer he/she shall ask the employer directly for it before finishing work.

Language Course

Prepared intensive-language courses are offered in accordance to the internship program and take place before starting work.

In the case of insufficient Spanish knowledge a 8 weeks' intensive Spanish course can set the requirements for participating in an internship program.

Length of Course

A Spanish course of a length of 4 weeks is requirement in order to participate in the internship program.

Size of Groups

We teach in small groups. However, individual lessons (private tutoring) are recommended, especially for those participants without previous knowledge of the Spanish language.

Lodging during the Internships and Spanish Course

We offer lodging in Costa Rican host families during the internships and the Spanish course including two meals per day (breakfast and lunch or breakfast and dinner) as well as laundry services once a week. Cost: \$ 15* per day.

While working in a national park, lodging is offered in the houses of the national park guardians for \$ 15* per day.

* prices subject to change

APPLICATION AND ASSIGNMENT PROCESS OF PROFESSIONAL INTERNSHIPS

1. Application Form and Enrollment Term

Applications shall be made as soon as possible. The application form of professional internships must be received by the Institute **at least 4 weeks before starting the Spanish course**, that means that the application form must be in hands of the Institute's head office in Costa Rica at least 4 weeks before the first day of the Spanish course.

Fill in the enclosed application form of internships and include the resume as well as one photo (passport size), copies of all your certificates, school reports and so on. Send us all these documents.

2. Offers of Internships

The assignment of the company/institution will take place during the period of the Spanish course. On the basis of the participant's application form and the resume the participant will have a personal interview with the assigned company/ies or institution/s.

3. Settlement of Assignment Fee

The amount of **\$50** for the assignment is due the first day of the Spanish classes as well as payment of the Spanish course and additional homestay during the period of internship.

We hope that you decide to become part of our Professional Internship Programs!

Your **IECR INSTITUTO DE ESPAÑOL "COSTA RICA"**.



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