



INTERCULTURAL COMMUNICATIONS COLLEGE

1601 Kapiolani Boulevard, Suite 1000

Honolulu, Hawaii 96814, USA

Email: dfuchigami@icchawaii.edu Website: www.icchawaii.edu

Phone: (808) 946 2445, Fax: (808) 946 2231

1. Advantages of an ICC Internship

ICC Internships provide numerous benefits!

- A. Opportunities to use English with native speakers.
- B. Experience of American business culture and work environment.
- C. A *GREAT* addition to your CV or resume.
- D. A verifiable record of desirable work traits for future employers (i.e. reliability, initiative, flexibility, determination, ambition, diligence and people skills).
- E. Chances to safely and inexpensively explore various career environments.
- F. Possibilities for contacts with influential people.
- G. Possibilities for work visa sponsorship.

2. Applying for an ICC Internship

→ The process of applying and preparing for an ICC internship can take several weeks. Please allow enough time for Steps A through E before you arrive at ICC. Please allow *three to four weeks* to complete Steps F-K.

- A. Register as a full-time student at ICC (requires an F-1 Visa).
- B. Complete, sign and return this ICC Internship Agreement and Application.
- C. Complete and return the English for Business Pre-Test.
- D. Have a 10-minute telephone interview, arranged by the ICC Internship Coordinator.
- E. Receive Final Confirmation of Acceptance into the ICC Internship Program.
- F. Complete Internship Preparation Assignments by e-mail with Internship Coordinator.
 - i. Write an American style resume.
 - ii. Read and answer questions about American business culture.
 - iii. Complete a career interest and personality questionnaire.
 - iv. Look at websites of companies/organizations in Honolulu from a list of links.
- G. Attend classes at ICC.
- H. Practice interviewing with Internship Coordinator.
- I. Interview at a company or organization.
- J. Arrange weekly internship schedule, including weekly internship meetings.
- K. Begin your ICC Internship

3. Important Notice of Requirements and Limitations

- All internships are unpaid.
- Interns are generally placed in entry-level positions.
- English level of intern will affect placement.
- Internships do not include extensive career training.
- Internships do not include extensive work experience.
- Interns are not guaranteed a position in their first choice of company or career field.
- Internships include 20 hours a week of English classes, plus homework assignments.
- Internship placements are for 8 to 12 weeks for 8 to 12 hours per week.
- Interns are required to keep an Internship Journal.



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1. First name Last name Birthdate (month/day/year)

2. Address

3. Nationality Languages spoken

4. Phone E-mail

5. Type of Work Environment desired (1st, 2nd and 3rd choice): (choice of placement is not guaranteed)

- Public Safety, Advertising/Marketing, Environment, Food Service, Management, Information Technology, Education, Legal Services, Hospitality, Financial/Investments, General Office, Other, Real Estate, Health and Medical, Travel and Tourism

6. What do you hope to gain from an ICC Internship?

7. What is your previous work experience?

8. What is your educational background? (degrees, certificates, etc.)

9. Please circle how many weeks you would like to intern: 8, 9, 10, 11, 12+ (some restrictions).

10. When would you like to start your ICC Internship?

Table with 4 rows and 8 columns for months: January, February, March, April, May, June, July, August, September, October, November, December.

Internship Start Dates for 2008

I have read and understand the benefits and accept and agree to the limitations and requirements contained in the ICC Internship Agreement, including the understanding that a minimum of 6 weeks of preparation is needed BEFORE my ICC Internship start date.

I certify that the information provided is correct to the best of my knowledge. I also understand that internship placements through ICC are UNPAID. [Please sign this form and return to ICC with your Placement Fee].

Signature

Date