

# RENNERT INTERNSHIP EXPERIENCE IN NEW YORK



Choose from our two specialized Internships programs: Business English in Action (Student Visa Program) or Language Immersion Placement Service (non-visa program). Practice all you have learned in class in a real-life business environment in New York City. Each program offers a unique pathway for you to achieve your goals.



Each student receives:

- A Business English certificate
- An Internship certificate
- A letter of recommendation from their internship host company on their letterhead

## COURSE FACTS

### LANGUAGE IMMERSION PLACEMENT SERVICE (For Non-Visa Students)

<b>20</b>	<b>Business or General English</b> lessons per week (6 weeks minimum)
<b>+2</b>	Workshops in Resumé Building and Interview Techniques, followed by an interview (weeks 1-6)
<b>+40</b>	Hours per week of Volunteer Experience (after finishing English course)
<b>Duration</b>	6-12+ weeks including English
<b>Visa</b>	Tourist visa or waiver
<b>Requirements</b>	Skype Interview. Upper-Intermediate level of English
<b>Extras</b>	Students will be given 2 certificates and a letter of recommendation from the organization at the end of their internship experience

### BUSINESS ENGLISH IN ACTION (For F-1 Visa Students)

<b>20/22</b>	<b>Business or General English</b> lessons per week (6 to 24 weeks)
<b>+2</b>	Workshops in Resumé Building and Interview Techniques, followed by an interview (weeks 1-2)
<b>+20</b>	Hours of Language Internship Experience (in conjunction with English course)
<b>Duration</b>	6-24 weeks including English
<b>Visa</b>	F-1 student visa
<b>Requirements</b>	Skype Interview, upper-intermediate level of English
<b>Extras</b>	Students will be given 2 certificates and a letter of recommendation from the organization at the end of their internship experience

\* Internship starts after 4 weeks of English

### SAMPLE FIELDS INCLUDE

- Marketing
- Business Administration
- Social Media
- Fashion
- Hospitality
- Accounting
- Design

Make the most of your experience in the U.S. with this once-in-a-lifetime program that will boost your chances of a successful career.

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## HOW TO BOOK

### Pre-arrival:

1. The Internship Programs Coordinator will arrange a Skype/Zoom interview for the potential intern. Information required:
  - Potential intern's age, experience, educational and professional background, field of interest (e.g., marketing, fashion, etc.)
  - Phone number and Skype/Zoom address
2. Following the Skype/Zoom (preferred) or phone interview, the Coordinator will inform the student/agent of the results via email. Once the study and internship periods are determined, the Rennert Admissions Coordinator will finalize the booking.

### After arrival at Rennert, but prior to the Language Internship Experience:

#### The student's first week:

3. The Internship Programs Coordinator will contact the student to arrange a meeting and set up workshop dates

#### Two to four weeks before Language Internship experience begins:

4. Intern attends 2 workshops for resume preparation and interview practice.
5. Intern will interview with sponsor company. An interview with a second sponsor company will be arranged when necessary.
6. Intern will confirm desired sponsor company and meet with Internship Programs Coordinator to complete the Intern Agreement and Initial Self-Assessment.

#### During Language Internship Experience:

7. Intern will complete a Intern Weekly Assessment and return it via email to Internship Programs Coordinator by Friday 5:00 pm of every week for the duration of the Internship Experience.
8. During the final week of the language internship experience, the intern will complete a Final Self-Assessment and request a Recommendation Letter from the sponsor company.

#### Last day/before departure:

9. Intern will receive a Rennert certificate for their English program and also for their internship experience and complete the English Course Evaluation.

