

## **University of Alberta Internship through AKD International Inc – FAQs**

### **1. Who can participate in the internship program?**

The internship is only open to Faculty of Education undergraduate students who have completed their IFX or AFX, have not yet been cleared for graduation or convocated, and are in good academic standing. Participants may be required to maintain registration in Abrod 800 for the duration of their internship.

Students who will have successfully completed their AFX before the internship are preferred. This should not discourage others who meet the minimum eligibility requirements, as other variable factors, such as the number of applicants and number and nature of placements, also play roles in the possibility of being offered an internship. Past interns have included students who had not yet completed the AFX.

If conditionally accepted, students who are in the IFX in Fall 2014 and applying for an internship beginning in February, or students who are in the IFX in Winter 2015 and applying for an internship beginning in May will be asked to submit verification of completion. Any offer of internship made prior to completion of the IFX would be conditional upon verification of successful completion of the IFX.

Students who are in the AFX in Fall 2014 and applying for an internship beginning in February, or students who are in the AFX in Winter 2015 and applying for an internship beginning in May, will be asked to submit proof of successful completion. Any students unsuccessful in their AFX will be assessed for their fitness to participate in the internship. We would request a copy of the AFX evaluation and permission to speak with the FEA/UF involved.

### **2. Does the internship count towards my program and certification requirements?**

No. The internship cannot be used to meet any program requirement for the BEd Degree, nor does the internship meet any requirements for certification. The Internship is an opportunity for students to gain additional teaching experience in a unique international setting as part of their teaching portfolio.

### **3. What is meant by a meal allowance/provision?**

It is our understanding that participants will be provided with an allowance that can be used at the on-site cafeteria, restaurant, or at outside locations. Arrangements may differ between students, depending upon the residence assigned and the local circumstances. Students will be expected to cover the costs for all incidentals they incur, e.g. bottled water, snacks, meals, etc. that fall outside of or above the arrangements finalized with the school.

### **5. What are relevant details related to the stipend and the airfare subsidy?**

It is our understanding that the stipend will be paid monthly at the end of the month.

The 50% airfare subsidy is only available to students completing a five month internship and is limited to normal costs associated with a return economy ticket to/from the destination. The maximum amount of the airfare subsidy will be \$800 CAD.

### **6. What are the expectations for the internship?**

Students who take part in the program are expected to teach or assist for 12-16 hours per week. The remainder of time during school hours is to be dedicated to preparation, observation, and other activities at the school. Interns will also be asked to lead an after-school activity each week. Students will be supported by Mentor Teachers and will have access to resources to assist them in the planning and presenting of their classes. Effort will be made to place students in classes associated with their subject area, if applicable. However, subject area availability may require students to be placed in classes not associated with their subject area.

**7. What happens if I am unable to complete my internship?**

We hope that students are serious about their intentions and honour their commitment to AKD International Inc. However, circumstances do arise that are out of the control of participants. Students unable to complete their internship will be responsible for arranging their own transportation back to Canada. Those leaving before the end of a five month commitment will forfeit their airfare allowance from BCCSC. Those leaving before the end of a month may forfeit their stipend for that month and forfeit any stipend for months not completed.

**8. What happens after I complete my internship?**

Students may request a certificate of participation through the International Office for their portfolios. Beyond that, it would be the responsibility of the students to request, should they wish, a letter of reference or similar document from the host school. As with any such request, it may or may not be possible for the school to provide such a letter for a number of reasons.

Participation and feedback in the internship has no bearing on a student's academic performance, program requirements or certification. It is the student's choice and decision whether to share or use the feedback provided.

**9. How does participation affect the timing of my program and graduation?**

Graduation for students participating in a five month placement with completion in July 2015, may be postponed until November 2015, given all program requirements have been met satisfactorily. We will work with the Faculty of Education Undergraduate Student Services to test if students may be able to apply for graduation while on their internship.

**10. I have completed all my program requirements and applied for teaching positions prior to the commencement of my internship. What happens if I am offered a position?**

We will work with the Faculty of Undergraduate Student Services to test if students may be able to request a letter confirming that all program requirements have been completed and the student is able to graduate to apply for a Letter of Authority to give to their prospective employer.

**11. How can I learn more about site-specific or other information?**

Questions can be addressed to the Faculty of Education's International Office (see contact info below) from where they will be shared with relevant parties and addressed as best as possible. Past participants are also willing to share their experiences.

Questions can be addressed to:

Lucy De Fabrizio  
780-492-3178  
lmd@ualberta.ca