

CIEE INTERNSHIP USA & PROFESSIONAL CAREER TRAINING USA

Internships in the Educational field provide international Interns/Trainees with excellent insight into American methodologies and practices as well as exposure to the policies that drive the American educational field. Since you are interested in pursuing an internship in this field, CIEE would like to share with you guidelines for your program, including specific limitations on some tasks.

TRAINING PLAN GUIDELINES

Education training tasks that **CIEE can accept**:

- Curriculum development
- Lesson plan development
- Classroom observation
- Scheduling, budgeting and forecasting for upcoming academic year
- Teaching material prep
- Attending PTA or school board meetings
- Training related to scheduling/prep of in-service days

Education training tasks that **CIEE cannot accept**:

- Teaching or instructing of any kind (any age)
- Acting as a teacher's aide
- Acting as a student chaperone or caregiver
- Providing discipline

If the Host Organization would like to move forward with training after agreeing to the limitations, CIEE may ask the Host Organization supervisor to **sign a waiver** indicating the Host Organization's understanding of program regulations before CIEE can approve the application.