



SPANISH WORKS INC. ACADEMIA TICA COSTA RICA

INTERNSHIP PROGRAM 2004-2005

Spanish Works Inc. offers the possibility of attending a practical training (Internship) in any of the following entities: National Parks, private Costa Rican companies, private and public institutions from 8 to 24 weeks. The accommodation options are homestay with Costa Rican families (breakfast and dinner, laundry, airport pick-up included) and apartments with self-catering, kitchenette, hot water, linen service.

Placement and supervision fee: \$380, accommodation is not included.

Requirements: All documents must be sent to Spanish Works Inc. between 12 and 16 weeks prior to the start of the practical training.

1. Minimum of four semesters of university courses completed.
2. Internship request form.
3. Copy of resume/curriculum vitae that includes: education history, employment history and any previous internship or volunteering experiences
4. A short letter written in Spanish by the applicant where he/she introduces himself/herself and applies for the internship program.
5. At least a two-week Spanish course at Spanish Works Inc. The goal of this course is not only to activate the language but also to serve in the cultural immersion process.
6. Internship students need at least an upper intermediate command of Spanish.

VISA: Citizens from Western Europe, USA and Japan receive automatically a visa upon arrival at the airport.

For more information contact:

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Spanish Works Inc. Costa Rica Internship Request Form

I. Personal Information: Full name: _____
Age: _____ Career: _____ College: _____
Passport number: _____ Postal Address: _____ Phone _____
Fax number: _____ E-mail address: _____

II I hereby apply for an internship program in the following sector:
a. Tourism b. Industry c. Agriculture d. Environmental protection e. Commerce
f. Chamber of commerce g. Law firm h. Health services i. Education
j. Banking k. Social Institutions (foster home, addictions treatment, elder home)
l. Other: _____

III Within that sector I am interested in the following department/area:
a. Marketing b. Information Technologies/documentation
c. Finance d. Management
e. Import/export f. Client service
g. Human resources h. Translation
i. Training j. Web design
k. Other: _____

IV In addition to your education do you have experience, (course work, knowledge, dexterity) in any other areas that can be very useful such as: Computer Science, Languages, International Markets, etc.:

V Please choose between 8, 12, 16, 20 and 24 weeks and the exact date when you will be available to start the Internship program in Costa Rica:

VI Please describe your Spanish level:

VII Have you been in Latin America before? Y ___ N ___
Where? Duration of visit, what did you do there? How was your experience?

VIII Describe your health, (allergies, physical handicaps) and any details that deserve attention:

IX Describe characteristics that are important to you in the host family: (kids, no kids, smokers, non-smokers, drinkers, non-drinkers, religion, small family, large family, etc).

X Please describe yourself to the host family:

XI Please give us an emergency phone number and a contact person

Signature: _____ Date: _____