

2010 PAL FELLOWSHIP PROGRAM REPORT

From: Aleksandra Augustyniak
EducationUSA Advisor
Polish-U.S. Fulbright Commission
ul. Nowy Swiat 4
00-497 Warsaw, Poland
Tel: +48 22 6287950
Fax: +48 22 6287943
E-mail: ola.augustyniak@fulbright.edu.pl
Website: <http://www.fulbright.edu.pl>

Project title: **Internships for International Students in the United States**

The idea of PAL project on internships for international students was born during 2008 NAFSA Conference in Washington, DC as a response to great demand of our students for internships in the United States. We discussed the topic with Nelly Litkei, Educational Adviser from Fulbright Commission in Hungary and applied for the PAL project together.

PAL Project's goal was to collect all information on legal and practical aspects of internships availability in the United States for the students who have never studied there. 75% of responses of Polish students confirmed that they are interested in internships opportunities in their respective fields. I decided to concentrate on STEM and engineering students as the most numerous group of potential interns, but have been collecting information for candidates of all disciplines.

From the very beginning I have focused on researching internship opportunities for foreign graduate and undergraduate students in Internet on the professional literature and studies on-line resources. I have taken holistic approach to internships availability: from J-1 visa sponsors, potential employers, application process, and intern's legal and fiscal obligations during stay on internship: non-immigration status, taxes, insurance, accommodation.

To reach this goal I have planned to visit several colleges and universities whose websites were most informative and complete on internships for international students. J-1 sponsoring companies and institutions like: AIPT, CIEE, Alliance, WES, EUSA were also on my dream list. We wanted to cover the most promising regions. I planned a shadowing day in career development offices at colleges and universities' in Northern California and Washington State, while Nelly chose Massachusetts and New York state institutions to explore.

The PAL project began on May 16, 2010 in Washington, DC with orientation session conducted by Dorothy Mora, ECA and Debbie Hefferon and Janine Farhat of the College Board. We received very detailed programs with itineraries of all 9 PAL fellows and training materials, maps of campuses we were to visit. Our local flights and hotels have also been booked. The meeting with our PAL colleagues have been very helpful. All of us have made a 5 minutes presentations 'elevator' speeches on our projects.

Our first appointments started in Washington, DC on May 18th when we met Elizabeth Chazottes, President and CEO of Association for International Practical Training (<http://www.aipt.org>) and Michael McCarry of Alliance who have reassured us about their help and mentoring. We have been in touch with both of them since the conception of our project. Now we discussed how crisis has changed

internships availability and discussed strategies of finding J-1 visa sponsors and possible employers for our interns. We also learned about internship availability in their institutions. They stressed that that many internships nowadays are unpaid specially in humanities, fine arts and social sciences. They offered assistance in case we needed it throughout the PAL project realization.

Next meeting was at State Department with Ms.Sally Lawrence of the ECA, Office of Designation, Director of Private Sector Programs Division on J-1 visas for our potential interns. She was very knowledgeable person and shared with us all information on types of J-1 visas and sponsors lists that are being constantly updated by her office. I learned that there are 16 types of J-1 visa and that in her opinion all students who apply for internship should have designated J-1 sponsor, i.e. that should be registered on the State Department database of J-1 sponsors. It was very useful meeting and eye-opening on J-1 visa sponsors. The list of 81 designated sponsors for J-1 future interns was recently updated at <http://eca.state.gov/jexchanges/index.cfm?fuseaction=record.list&cat=17> . The list gives information by category of the visit (intern, trainee, etc.), address and Skype phone number.

Next meeting with Matt Washburn was also very helpful for me. I really appreciated the chance to discuss Polish advising and funding for 2010 advising activities. Matt Washburn promised to be of assistance and very openly discussed with us new ways of funding. We have promised to inform about follow up of the PAL project on internships for international students.

Last day of our stay in D.C. was PAL Orientation Program at the State Department. We have been informed about the new development in Public Diplomacy and Strategic Planning by Caryn Danz. New effective strategies and mission strategic plans stress the role of EducationUSA advisers. Study abroad program and the role of EducationUSA advisers in helping both schools and the individual US students in finding academic programs in our respective countries. Activating of alumni and current international students in peer advising is very important. The role of social media in advising and new resources, but also preserving ethical values in advising process were discussed. As usual new technology after update provided open forum for discussion.

On May 19 I took evening flight from Washington, DC to Seattle, Tacoma Int. and stayed overnight at the Airport Hotel.

May 20

8:30 AM Visakan Ganeson, Director for International Education picked me up from the hotel and in an hour we have been at Everett Community College. On the way to Everett we have been discussing potential employers in the Everett area. I was very lucky with the choice of Everett Community College as my first campus to visit, because of their comprehensive and sustainable internship information.

May 20th, Thursday, 2010

10:00-11:00

Mr. Visakan Ganeson, Director , International Education. I have asked about internship opportunities on the area and explained why I chose my site visits from the state supported Everett Community College. He confirmed that their school provides diverse forms of internships from CPT to OPT and that the area offers numerous opportunities for interns. I learned that all international students apply for internships and that it is approached like completion of study program. The school has very good contacts with local business and the biggest employer at Everett greater area – Boeing. Everett has the biggest Marina on the West, harbor and numerous transport and logistic companies have many internship places for the students of multiple fields, a lot of potential employers. Engineering, aviation technology and business, marketing, nursing and health sciences, wellness all these fields for practical training are available there.

11:00-12:00

Carla Forney, Director, Custodial Services EvCC (Landscaping Custodial Services, Facilities, Maintenance) and John Syson, Horticultural Instructor. Students have internships there, learn sustainable plants production. They are both enthusiastic about green methods of plants production and landscaping. Their interns learn to see nature and plants as a part of sustainable ecosystem that should be continued and taken over by the next generations. The center employs several interns every year, international students represent a very strong group of candidates for these positions.

12:00:12:30 informal lunch at EvCC cafeteria

Lunch with Christine Kerlin, Director of Everett University Center and Sandra Sterling, coordinator of Conference Services. Dr Christine Kerlin have been very helpful in organizing all site visits in Everett area. To make my stay easier she offered stay three nights in her place. This enabled me to visit more places and be there on the spot without commuting. We discussed employers expectations and soft skills that predestinate candidates for interns positions. Sandra was convinced that international interns can find their OPT or CPT positions easily and that majority of them do not receive any payment for the time of internship.

2:00 PM – 3:00 PM

A meeting with Carlos Veliz, CEO, PCSI Design, Bothell local businessman, collaborating with Boeing, Microsoft and other big companies. Students of aviation, mechanics engineering and technical design can apply for their internships at this company. Being man of success he is very open and out of box thinking man. We concentrated on availability and strategy of internship search. We discussed opportunities of internships for international students at local business companies. Mr Carlos Veliz stressed that paid internships are highly competitive and only best prepared candidates from IT and Computer Science can be successful. He said that he employed a teenager with skills and abilities in software programming at PCSI Design, Bothell.

18:00 – 19:30 Visiting Architects Institute of America, Award Ceremony in Seattle and reception. Comeback to Everett. Night at Christine Kerlin's place.

May 21

7:00 Marysville Tulalip Chamber of Commerce, Annual Meeting Breakfast.

I am accompanying Christine Kerlin and listen to presentations by the Board members, in this number retiring Tulalip Chieftain. I spoke to a businessman of Polish origin. I could see how collaborative US businessmen are. Many of them received awards. The meeting was organized at the Tulalip Tribe owned hotel and casino. It is a great place for hospitality and tourism, and hotel management students to have internships. They also provide aviation adventures travels excursions all over the year.

9:00-10:00 Patty DeGroot, Providence Regional Medical Center, Everett WA

Everett Community College has many intern there in health sciences/nursing.

They are sponsored by Foundation and offer paid internships for the students, who may be employed on completion of their internships. We discussed opportunities of internships and study program at EvCC.

10:00-11:00 John Olson, VP, Advancement, EvCC (Public Relations, Graphic Design)

John Olson, Director of Public Relations and Graphic Design professor. It was interesting meeting I learned how Everett CC is marketing its programs effectively. Interns are employed on campus there. All students apply for this opportunity. Graphic Design is their strong major, I think that our students would be happy to have internships there, following their studies at EvCC.

12:00 – 13:00 – Lunch with Visakan Ganeson, Director, International Education, EvCC

13:00 – 14:00 – Esther Moss, Coordinator for Internships and Student Employment, EvCC

Esther supervises internships and student employment. She worked out very good relationships with local employers and is an expert in preparing students to their internship first and then to their jobs. Students have seminars, workshops and consultations. They can make individual appointments. Esther stresses how important is a timeline – students are informed and trained from the moment they enter

the school to their future internships. She works with international students and tells how important it is to practice soft skills, good manners, teach about dress code and even eating manners. She has prepared numerous handouts and guidelines that help students to understand the difference between the school and the work place behavior. Very helpful meeting.

14:00-15:00 - Visakan Ganeson, Director International Education, EvCC

I have a chance to ask additional questions about contacts with employers. I see the vast field of cooperation with the school in this field. EvCC is an example of fast developing school in spite of crisis. They are flexible, work for the community. School's environment looks friendly and safe. They have golf course in neighborhood that has been opened recently.

15:00- 16:00 - Mr. Patrick McClain, Director, Government Relations, City of Everett
2930 Wetmore Avenue, 10th Floor, Everett

I have a chance of seeing the port of Everett and the greater area from the Office 18th floor. Patrick McClain explained the idea of civic society getting together by creating associations according to professions, interests, business goals. Students who look for internships should go over websites of local professional or cultural associations. Everett attracts people with its employment potential. Patrick McClain is proud of his town and people.

May 22 - a trip to San Juan Archipelago with Brazilian student, and Christine. We are having a dinner at a local restaurant. We wrap up visits and discuss opportunities in the Puget Sound Area and Everett.

May 23 - Christine Kerlin gives me a lift to Seattle, Vintage Hotel is prepaid by College Board.

Free day. Sightseeing, sipping 7 kinds of tea at Tea House from tiny cups and talking to Chinese student. I went to Pike Place and watched Alaska Ferry.

May 24 - Seattle day.

10:00-12:00 - University of Washington, The Career Center - Diane Martin, Associate Director, University of Washington, Career Center. I am visiting the office meeting staff, collecting materials. Diane is a very much involved in Career Center projects, Husky Jobs for students. All interns have tremendous opportunities of choice of jobs. Many of them look for IT companies, different types of business. Career Center organizes special training for employers and charges for it. Employers should be prepared to meet interns needs. The office is very busy and the students are coming to collect application materials, and ask all the time in and out, bringing in contract forms. The Career Center prepares employers for their role and trains future interns. They see internships in the contest of the situation and their goal is to facilitate the application process and prepare the student psychologically to the role of intern.

13:00-15:00 Seattle Central Community College

Ms. Karen Kato – Internships. Seattle Central Community College has 10,000 students, full time 5,000 and 1,100 international students and offers 2+2 college transfer degree and over 30 technical and professional programs. Their list of services to international students is impressive, advising, personal counseling. The school is growing they have opened new apartments for the students next to the school buildings. Karen knows all about internships students receive all support throughout application process and beyond it. Students have got to write reports at the end of internships.

We visit International Relations Office, meet Director of International Admissions and Student Services. All international students have internships. Web Programming and Design, Computer Science but also Liberal Arts and many more programs attract international students.

15:30 Collecting Luggage from the Vintage Hotel
Cab to Tacoma Airport

7:27PM United Airlines 6658 flight to San Francisco
Accommodation

10:30 Accommodation at Hotel Stratford on the Square, 242 Powell Street,
San Francisco

May 25th Checked out of the hotel, left one luggage
8:00 go to Golden Gate University by cab.
9:00 – 11:00 Kayla Krupnick, Assistant Director, Office of Career Planning,
40 Jessie Street, 3rd Floor, San Francisco CA 94105
kkrupnick@ggu.edu
Visiting International Relations Office
<http://twitter.com/ggucareers>

Office of Career Planning and Kayla Krupnick, Assistant Director who has just come back from a two week long trip from Europe. She has visited Poland too. Kayla shows me rooms where students are interviewed by potential employers. Very private atmosphere, computer, two chairs and a table. Career Planning Office staff organize training how to have successful interview, what questions to ask. Students learn how to present themselves and explain why they want to have their internship in the company of their choice. All students apply for internships – the choice is tremendous. They are just 45 minutes from Silicon Valley with Microsoft, Google, FACEBOOK, Abode, NASA Research Center in Moffet Field and hundreds more attractive places where they can get practical training and check their professional, academic, research potential.

12:07 I take Caltrain from 4th Street of San Francisco to Mountain View on the way to Carnegie Mellon University. Train comes a little bit late.

13:15 Yellow cab to Moffett Field, CMU

14:00-15:00 Meeting with Sylvia Leong, Director of External relations and Admissions Director and Gerry Elizondo Responsible for Graduate Admissions at NASA Research Park, bld23 (MS 23-11)
Tel: 650-335-2808

Sylvia leong@sv.cmu.edu

Very special place. The Carnegie Mellon University, Silicon Valley (CMU,SV) is located on the NASA Research Park. All students here do Graduate Programs and spend only one year in Moffet Field and the second one in Pittsburgh where the main campus is located. They realize very globally important projects. Their project on natural disasters management are important for all mankind. There are many international students. Small seminar rooms with groups of discussing men. I have only been there for one hour, no campus visit. All students are having internships in the places of their choice that are arranged by their Career Office in Pittsburgh. It is a place of research and exploration. The list of internship/partner institutions were on the wall. Students are in a very good situation. They can choose from the best Silicon Valley IT companies and the most prestigious labs. I hope to send some best students there.

15:15 Cab and train to Palo Alto, accommodated at the Stanford Terrace Inn.

May 26, Wednesday

7:30 Caltrain from California Station in Palo Alto to San Jose, Diridion

8:30 – 4:00 PM San Jose State University, San Jose

8:30- 9:30 Meet with: Louis Gecenok, International Student Advisor, Office of International Programs And Career Center <http://www.careercenter.sjsu.edu>. Long time International Student Advisor, Louis Gecenok organized my visit and fixed all appointments with Career Center staff and students who visited it May 27th. They present lists of most often chosen internships by the students. San Jose has very good relationships with all companies on the area.

I shadowed career advisers and listened to students who have been looking for last moment advise and assistance. Guidelines and handouts are on the web, but many students need personal touch and prefer to talk to adviser who knows better than paper handout. Resource library staff and a reading room was busy all the time. On the Information Board students put information with best strategies and

their success stories. Former interns and colleagues who passed the application process and were happy with their choice were sharing their experience, providing E-mail address, willing to help. I asked whether they are doing it voluntarily or receive something instead. Satisfaction and being recognized by younger colleagues as leaders was the only award.

9:30 – 12:30 Career Center, Shadowing Career Center Staff

13:00 – 14:00 Meeting with 2 Polish students at a lunch.

I met two Polish students. Both ladies are part-time students, green card holders. Full time students from Poland were on holiday. They told about their internships experience, they liked the opportunity of working and studying. They have little time to sleep but do four year study in three years. They both planned to come back to Poland. They studied business and accounting.

My day at SJSU was coming to the end, the workshop on CPT Internships Authorization was the last event that day, 15 people attended. They listened carefully to Louis and asked specific questions on contracts, forms and F-1 visas. Internship authorization is a complex procedure. Most of them rushed away but four most persistent ones were still asking questions and wanted reassurance that they understood it well. Very helpful visit.

Workshop for Students on CPT Internships Authorization gave me a chance of meeting actual students who have applied for diverse internships. Some of them were graduating and seeking for a summer job connected with IT and computer science. All got their internships as they planned.

May 27, Stanford University

Visit was very professionally organized by Pauline Larmaraud, Coordinator of Office of International Visitors at Bechtel International Center. I have put down their mission:

“We believe that international educational exchange nurtures a lifelong global perspective and aspires to play a key role in increasing Stanford’s visibility around the world, strengthening Stanford’s position as a global university of consequence”.

All meetings were precisely arranged, I have been happy to be on their campus that was full of students who came for summer programs. They have their free of charge transport what makes sense at their huge campus. Stanford University is located in Palo Alto. They are very generous and all students who are accepted receive scholarships.

9:15 AM Meet with: Pauline Larmaraud, Coordinator, Office of International Visitors, Bechtel International Center, for short orientation.

584 Capistrano Way, P.O. Box 20227, Stanford, CA 94309-20227. Room 106, 1st Floor

9:30 AM-10:30 AM Meet with: Judith Haccou

Senior Associate Registrar

Graduate Admissions, Office of University Registrar

Tel: (650) 353-1326

haccou@stanford.edu

Judith Haccou of Graduate Admissions explained what is the role of Office of Admissions. I have been asking about Research and teaching Assistantships and Internships. Contact with faculty member is decisive and his opinion counts whether candidate can be accepted. Stanford University accepts 3 – 3,5 BA/BS diploma holders for Graduate School on case by case evaluation. There are 10 Polish students at Graduate Studies the moment. I met one of them just graduating in MBA program. I asked about work experience and internship he has had and whether it was helpful during his studies at Stanford. After getting his diploma he is coming back to Poland, to his native town, Szczecin. He promised to contact my Advising Office on coming back. I asked why Polish Student Association at Stanford is not as active as before. They have no time to run associations, he replied.

11:15 AM-12:15 AM

Meet with: Rolando Villabos, Assistant Director, Foreign Student Services, BIC

Rolando Villabos, Assistant Director, Foreign Student Services was very proud of internationalization of the campus, numerous events presenting foreign cultures. Study Abroad, internships abroad are also signs of internationalization. Most of students go to traditional European destinations: Italy, France, England, Germany, Spain, Portugal.

12:30 PM Meet with Polish student Wojciech Fedorowicz of Graduate School of Business. We are discussing Polish Student Association activities. Wojciech is graduating now and comes back to Poland. His is of a very high opinion on internships opportunities at Stanford University. We talk about second Graduate Student of LLM program. He could not come because his plane was delayed. Wojciech is willing to be a resource person to potential students from Poland.

2:30 PM – 3:30 PM Meet with: Chris Pohalski, Career Counselor – Engineering and International Students Career Development Center tel: (650) 725-9370, careercounseling@mailman.stanford.edu ; <http://cardinal.careers.stanford.edu/info/mission.htm>

Chris Pohalski, Career Counselor at Engineering and Students Career Development Center graduated of Stanford University. Now he counsels students of technology and engineering how to look for an internship and how to choose good employer. It is natural that Stanford is circled by hundreds of companies that want to have interns from this particular School. Employers have workshops and seminars organized by the Career Center and they learn how to be good and professionally effective employers to the best students, because they are special ones. There is a special room where employers meet at Stanford CDC. Students have their trainings at lower floors. They subscribe to workshops during which they learn all about contracts, resumes, CV, essays, dressing code and how to choose the best employer.

I was impressed with openness and cooperativeness with of my hosts. The people I met during site visits shared their expertise, informed about advising strategies they apply and even shared their databases and information on reliable employers and j-1 visa sponsors. I gathered handouts they provide to their students who look for internships. In Everett Community College and University Center they allowed me to shadow advising process and information sessions for future interns.

I have visited all institutions I planned. All my respondents were asked for appointment at least two months before the visit. Due to the staff mobility sometimes the resource person I have asked for has contacted me with someone else. During my exploration I found out that big universities like University of Washington, University of Stanford, San Jose State University have career offices in all departments. College Board staff, Janine Farhat and Carol Blythe, Debbie Hefferon helped me to work on the project. When possible we have been in touch with Nelly Litkei who has been working on the same project. I plan to apply information collected at all sites visited and work out handouts and guidelines for the students.

What I have learned? I have put down information in several points. I have made notes from the meetings and put them down. The places I visited differed in the number of students and academic rank but there are some general rules they all shared in their Career Centers handouts and materials for the advisees and that can be used by me when working on internships know-how for the students.

1. Career Development Office provides orientation sessions and workshops on application process, resume and CV writing, soft skills necessary for successful application and ability to negotiate good conditions of internship with employer, ability to present in front of future employer, etiquette and dress code and even the way they sit and eating habits are taught. All soft and interpersonal skills may either support or eliminate potential intern from certain jobs.

English language proficiency is a must.

2. Students should start their internship search with subscribing to workshop for future interns that provides them information how to search for internships and find the place for them.
3. Students need good internship search strategy and soft skills qualifications to be accepted by potential employers.
4. Individual employer requirements can be found on a website where employer writes about qualifications and skills candidate should have.
5. Employers are trained by Career Offices staff and informed about their duties towards students. Career Offices also facilitate contact of students with their potential employers and watch the progress in application process.
6. During internship they may visit the place and watch how the students are doing at their internship.
7. J-1 visa sponsors can be found on a special list at the State Department website.
8. Internships places are competitive. Students must be aware of the fact that they are not the only candidates and market themselves, have strong communication skills, write winning applications, resumes and make the best possible impression on the future employer.
9. Internships are very highly evaluated by the students for their educational value. There are CPT and OPT internships and students are very much interested in getting an internship matching their career goals and the field of study. Universities/colleges authorize students for internships and help them with paper work.
10. Some schools organize paid orientation sessions for the employers (like University of Washington, Seattle) and train them how to get best interns matching their HR needs.
11. Most important information on application process, choosing adequate internship and preparing application document are placed on the Career Offices' websites. In all schools I have found a lot of small fliers with prompts on internships, employer's demands, salaries or stipends, tax information, and coming orientation sessions on internships.
12. Information boards at Career Centers are full of former interns relations on strategies of choosing good internship. Peer advising on internships is very popular. Sharing own experience is a rule in spite of competition.
13. Career Centers have resource libraries providing information on all issues connected with application for internships. Both paid and unpaid internships are available and advertised. In the fields like IT and Computer Science, Engineering, Nursing there are more paid internships than in Journalism, Media, Logistics, Hospitality, History of Art.
14. During internships students usually work for at least 20 hours a week, it depends on the character of job and type of contract though.
15. All students I met on campuses whether in Stanford or Missoula, Montana or San Jose State University or Everett Community College or Golden Gate University valued their internship experience very much. There were a lot of internships available but the best places have been highly competitive.
All employers and officials confirmed that international interns are well received by the employers. Acceptance of the candidate depends on skills and qualifications of the candidate.

Follow-up: how I plan to share the information I collected:

Autumn 2010 – September and beyond

1. Website information of <http://fulbright.edu.pl> on internships, EducationUSA.pl national website (under construction), www.osvita.usbt/pal
2. Workshops for students and faculty in Poland on application process, writing winning resume, interview with employer, J-1 visa sponsors.

3. Outreach sessions abroad, money allows – I have been invited to Tallinn to present at Technical University at the American Day in October.
4. Presentations for government agencies and American Chamber of Commerce.
5. PowerPoint presentations on Internships for interested students.
6. Internship Fairs in Polish HEIs.
7. Handbook – Know-How for internships search in the United States.
8. Data base with J-1 visa sponsors and internships providers for STEM students, graduates, as well as humanities and social sciences, civic education, etc.

Next steps:

Winter and Spring 2011 and beyond:

1. Facilitating linkages between Poland – the United States in internships exchange. I have made a survey during conference on “Academic Exchange with the United States” at Technical University of Gdansk on July 9th and several institutions were interested in exchange of interns.
2. Database of successful internships in the United States on the websites (Fulbright, EducationUSA)
3. Sessions on internships at Annual NAFSA conferences.
4. Activating Polish Authorities (Ministry of Education and Ministry of Labor) to provide financial support for interns (international and local travel costs, insurance, pocket money for people), NGO's, Government agencies.
5. Looking for partnerships with US companies in Poland . Organizing conferences during International Education Weeks and inviting keynote speakers from business.
6. Updating data basis of J-1 visa sponsors for interns.
7. Updating data base with actual internship providers in the United States.

I strongly believe that thanks to information materials on internships in the USA Polish students and graduates and all visitors of EducationUSA Advising Centers will be informed on legal internships in the United States. Their work experience in the USA will help them to get practical knowledge and skills for their academic and professional career. I hope to continue the project on internships and I believe that our Ministry of Science and Higher Education will be interested in supporting candidates for internships in the USA who will be our human capital in the future. Other EU countries support their students and help them to cover the costs of travel, insurance and pocket money for the time of internship in the United States. I hope we can do the same as as EU member. France and Germany have been helping their interns to cover some costs of internships in the USA. As an U.S. ally we should be interested in this opportunity that can help us to collaborate in versatile fields with the United States.

I would like to express thankfulness all who contributed to the success of PAL my project. There was a long way from the idea of writing proposal to acceptance and then project development through PAL Program Self-directed Orientation modules that have been preparing us for research phase of the project.

The College Board and State Department, ECA and CAO and PAO, all who helped us to carry out our project on internships and trusted our abilities and skills. All representatives of colleges and universities I have visited who have been so open and helpful. I am also thankful for my colleague Nelly Litkei and all PAL fellows - my colleagues for their expertise and kindness. My Fulbright colleagues and Andrzej Dakowski have been very supportive and helped me in many ways. I believe that PAL projects will be continued and that many subjects will be researched in the future. I am very thankful to Janine Farhat, Carol Blythe and Deborah Hefferon and Dorothy Mora, Caryn Danz, Matt Washburn for all they have done to make it happen. Their professionalism, patience and

enthusiasm, but also sense of humor have helped me to carry on. Both our REAC's, Wes Teter and Ann Merrill have been very helpful and supportive, engaged counselors. All colleagues who has answered our survey and shared their opinion on the internships.

From the beginning till the end of U.S. phase I have been convinced that I participate in a very important project. I was sure that the results will be important for our advisees and colleagues. Both our REAC's, Wes Teter and Ann Merrill have been very helpful and supportive, engaged and critical. All colleagues who has answered our survey and shared their opinion on the internships.

Aleksandra Augustyniak 2010 PAL Fellow Individual Itinerary

Saturday, May 15

7:00pm Arrive Washington Dulles IAD AFO26 from Paris enroute from Warsaw, Poland

May 16-17 Follow PAL Group Schedule

Tuesday, May 18, 2010

9:00am-12 noon PAL Fellows Leadership Seminar – Part A

12:30pm Alliance and AIPT lunch meeting re internships and OPT options with Nelly Litkei

Contact: Michael McCarry

Executive Director

Alliance for International Educational & Cultural Exchange

1828 L ST NW, Suite 1150, Washington DC 20036

Tel: (202) 293-0141; Fax: (202) 293-0144

Elizabeth G. Chazottes

President and CEO, Association for International Practical Training (AIPT) and National Secretary, AAESTC United States

Tel/direct: +1 443-539-0510 Tel/main: +1 410-997-2200 x510

echazottes@aipt.org

www.aipt.org

taxi to State Department

2:30pm meeting on J-visa intern program designation with Nelly Litkei

Sally Lawrence, Director

Office of Designation, Private Sector Programs Division

U.S. Department of State

CEA/CE/D/PS, SA-5, 5th Floor

2200 E Street NW, Washington DC 20522-0505

Fax 202 632-2701

For entry through building security, contact: Julia Findlay Tel. 202 632-9299

A no answer, call Sally Lawrence at 632-9289 or her assistant Jackie, 632-6090

3:30pm meeting with CEH program officer Matt Washburn with Nelly Litkei

2200 E Street NW, Washington DC 20522

Tel: 202-632-6348 washburnMJ@state.gov

Wednesday, May 19

Check out of St. Gregory Hotel; store luggage

AM – State Department Day

1:00pm Lunch – US Department of State

2-5pm *NFL* Fellows Leadership Seminar – Part IV

Taxi to Washington Reagan National DCA Airport; fly to Seattle WA SEA

6:59pm Depart Washington Reagan National DCA United #629

7:45pm Arrive Chicago (ORD)

8:45pm Depart Chicago ORD United #17

11:10pm Arrive Seattle SEA TAC airport

Free hotel shuttle from terminal

Check in to Holiday Inn SEATTLE-SEATTLE INTL AIRPORT, 17538 International Blvd., Seattle WA 98188

Tel: 1-206-2481000 www.hi-seatac.com

Reservation #08439267; single room prepaid by the College Board

Thursday, May 20

Check out of airport hotel; hotel shuttle to SEA TAC to get Lightrail downtown
ground transport to Everett WA via Sounder Commuter Rail -

7:40am depart 301 S. Jackson St., Seattle (Corner of Jackson and 3rd) Amtrack

8:51am arrive Everett WA; CCC will pick you up at the Everett Transit/Train station

Everett Community College (CCC)

Overnight accommodations with Christine Kerlin

Tel/office: 425-388-9204; Cell/mobile: 425-870-6924 Christine.kerlin@uceverett.org

Friday, May 21

Everett Community College

Contact: Visakan Ganeson, Director for International Education

Everett Community College

Gray Wolf 524

2000 Tower Street, Everett WA 98201-1590

Tel: 425-388-9578 Fax 425-388-9175

vganeson@everettcc.edu www.everettcc.edu

Saturday, May 22

Free day

Sunday, May 23

Free day

PM Ground transport to Seattle ShuttleExpress or car

Check in to *Hotel Vintage Park*, 1100 Fifth Avenue, Seattle WA 98101

Tel: 206.624.8000 <http://www.hotelvintagepark.com/index.html>

Confirm # C3FSRM single room prepaid by the College Board

Monday, May 24

Check out of hotel; store luggage

University of Washington

10-12 am Susan Terry, The Career Center

Tel: (206) 616-8140

nahe@uw.edu

main: (206) 543-0535 fax: (206) 616-4863

134 Mary Gates Hall, Box 352810, Seattle WA 98195

<http://careers.washington.edu>

Seattle Central Community College

Contact: *Andrea Ansley, Dean, International Education*

Tel: 206-587-3899

ainsle@sccd.ctc.edu

1:00 – 3 pm *Karen Kato - internships*

Career Center – Kristen Davey

Email: kakato@sccd.ctc.edu

Telephone: 206-587-6998

Taxi or shuttle to SEA airport

RM fly SEA to San Francisco SFO

United #6658

7:27pm
Seattle, WA (SEA)

9:35pm
San Francisco, CA (SFO)

Taxi or shuttle to downtown San Francisco

*Check in to **Hotel Stratford on the Square**, 242 Powell Street, San Francisco CA 94102 <http://www.hotelstratford.com>*

Tel: 415-397-7080 Confirmation #10DMTY

Tuesday, May 25

Check out of hotel; store luggage until afternoon departure. Leave one bag until return on May 27

Walk to:

Golden Gate University

9 :00 – 11 :00am

Career Development Center

Contact : *Kayla Krupnick, MA*

Assistant Director, Office of Career Planning

40 Jessie St., 3rd Floor, San Francisco CA 94105

Tel: (415) 442-7228 fax: (415) 442-7284

kkrupnick@sgu.edu

<http://twitter.com/egucareers>

Take Caltrain from San Francisco to Mountain View <http://www.caltrain.com/timetable.html>

Train #46 departs San Francisco at 12:07pm, arrives Mountain View at 1:15 pm

Taxi to Moffett Field

Carnegie Mellon Univ – Silicon Valley campus

2:00 – 3:00 pm Contact: *Sylvia Leong, Director of External Relations and Admissions*

Gerry Elizondo

NASA Research Park, bldg #23 (MS 23-11)

Moffett Field CA 94035-1000 - Mountain View CA

Tel: 650-335-2808

Sylvia.leong@sv.cmu.edu

Yellow Cab Mountain View, Tel: 650-637-1254

Taxi to Mountain View Caltrain station; Caltrain to Palo Alto

Check in to: Stanford Terrace Inn, 551 Stanford Ave., Palo Alto CA 94306

Tel: (650) 857-0333 Confirm #69362

Wednesday, May 26

Take 7:50am Caltrain from California Ave. Station in Palo Alto to Diridon Station in San Jose. Arrive at 8:00am (next train is 8:50am).

http://www.caltrain.com/pdf/Weekday_SB_08-31-2009_WEB_PRINT_PAGE_01-02.pdf

At Diridon Station, there is a free shuttle to campus - DASH. <http://as.sjsu.edu/asts/index.jsp?val=dash/>

8:30 am – 4 pm San Jose State University

Contact: Louis Gecenok,

International Student Advisor, Office of International Programs & Services

San Jose State University

San Jose CA 95192-0221

Email: Louis.Gecenok@sjsu.edu

Voice: 408.924.5915 Fax: 408.924.5976

Web: www.sjsu.edu/depts/ISS

visit the Career Center for about an hour or two, to speak with them and observe their operations. I would also be available to speak with you about the F-1 student regulations and visa processes involved in authorizing internships for our students.

Career Center SJSU

3-4 PM attend F-1 Student Employment Workshop

shadow Career Center staff

Caltrain return to Palo Alto

Thursday, May 27

Check out of hotel; store luggage. Walk or taxi to Stanford University

Stanford University

9am-3:15pm

Lunch meeting with students

Professor Piotr Moncarz, Corporate Vice President and Principal Engineer in Exponent

Mr. Pohalski from the Career Development Center

Bechtel International Center – I visa issues

Graduate Admissions – STEM fields

Contact:

Pauline Larmaraud

Coordinator, Office for International Visitors, Bechtel International Center

584 Capistrano Way, Stanford CA 94309-0227

Tel. 650 723-1984 Fax. 650 725-0886

Email: plarm@stanford.edu

Website: <http://icenter.stanford.edu/oiv/>

http://www.caltrain.com/pdf/Weekday_NB_08-31-2009_WEB_PRINT_PAGE_01-02.pdf

*Check in to **Hotel Stratford on the Square**, 242 Powell Street, San Francisco CA 94102 Tel: 415-397-7080*

<http://www.hotelstratford.com>

Confirm #10DMVO single room prepaid by the College Board

Friday, May 28

?AM

Saturday, May 29, 2010 – Travel Day

Check out of Hotel Stratford on the Square; taxi or shuttle to SFO airport

Fly SFO to Kansas City MO

5:17pm Depart San Francisco CA (SFO) United #6067

8:45pm Arrive Kansas City MCI

Taxi to downtown

Check in to *Crowne Plaza Kansas City Downtown Hotel*

1501 Wyandotte, Kansas City MO 64105

Tel: 816-474-0664 Fax: 816-474-0424 www.crowneplaza.com/kansascitydwn

Reservation #524E4EJBo; room prepaid by the College Board; roommate: Irina Shubina

Resume P&L Group Schedule

Sunday, June 6

Check out of Crowne Plaza hotel; taxi to airport with Sudarshan

fly to Montana for campus tour with Sudarshan Saha

United #7744	8:50am	9:47am
	Kansas City, MO (MCI)	Denver, CO (DEN)
United #6735	10:25am	12:27pm
	Denver, CO (DEN)	Missoula, MT (MSO)

Friday, June 11

Fly Missoula Johnson-Bell Field (MSO) to Denver International (DEN)

United Airlines #6754 Operated by: *UNITED EXPRESS/SKYWEST AIRLINES*

7:00 AM MDT Departure Missoula MT (MSO) enroute to Newark EWR and Warsaw

5-12-10

Bibliography:

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Vault Guide to Top Internships, Updated 2008 Edition

Book of Majors 2009, The College Board

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American Ways, A Guide to Foreigners in the United States, Gary Althen et al, Intercultural Press, 2003

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Health Professions, Career and Education Directory, 2004-2005, American Medical Association

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San Jose State University Career Center, Job and Internship Guide, 2008-2009

www.careercenter.sjsu.edu

Everett Community College, Student Employment Referral Center, Student Internship Handbook and Forms, Rev.4/09 www.everettcc.edu

Career Planning Handbook 2009-2010, Stanford University Career Development Center, Edited by Cathy Campbell, College Recruitment Media www.cdc.stanford.edu

Cooperative Education, Student Handbook, Karen Kato, Manager, Seattle Central Community College, www.seattlecentral.edu/coop

Career Guide, UW Career Center, University of Washington, www.careers.washington.edu