

CISabroad Summer TEFL Internship in Tokyo

Description and Requirements

Program Summary:

The CISabroad Summer TEFL Internship Program is offered to university students studying in the United States. It is an excellent opportunity for students interested in working and living in a foreign country to gain real world experience, the value of which cannot be expressed in the classroom. Interns will learn about assessment creation, intended learning outcome effectuation, classroom management tools, lesson planning development, fielding student questions, concept check procedures, motivational strategies, professionalism, and Japanese work culture.

Duties and Responsibilities:

Stage 1: 6/17 ~ 7/12 Observation and Study Phase

- Active participation in orientation and training
- Submit necessary documentation in a timely fashion
- Observe various teaching environments
- Study 120-hours of TEFL curriculum
- Attend various teacher training and professionalism workshops
- Assist with any administrative and/or student-teaching tasks, if requested. Tasks can range from, but not limited to, promotional marketing activities, student engagement and outreach, data entry, exam and essay marking, class observation, job shadowing, conducting English student conversation circles and one-on-one tutoring support.

Stage 2: 7/13 ~ 8/6 Assistant-teaching Phase

- Job shadow, assist, and team-teach intensive ESL English classes.
- Learn from professional ESL teachers while gaining skills and experience in a real-life classroom setting.
- Interact with ESL students from Taiwan and Korea in an effort to practice the methods and techniques learned from the TEFL curriculum.
- Contribute enthusiastically with logistical support and assistant teaching of various programs as requested.

Stage 3: 8/7 ~ 8/14 Practicum Phase

- Take an active leadership role in a team of student-teachers.
- Plan and teach an intensive one-week English immersion summer camp in the Tokyo area. ESL students from various Japanese universities will attend classes, excursions, and conduct field work in English, led exclusively by TEFL Interns.

Qualifications and Requirements

From day one you will need to be a team player, and even as an intern, your colleagues will depend on you to perform your tasks accurately, efficiently and on time. Integrity is also part of the equation.

- Fluent speaker of English.
- Pursues everything with energy and a need to achieve. Upbeat and positive.
- Tech savvy with the ability to smoothly find your way around a desktop computer.
- Learns quickly when facing new problems; a versatile learner that takes coaching and criticism well.
- Adaptable and flexible to change. Able to prioritize having a successful event or activity

over sticking to the plan.

- Outgoing and interested in communicating with people of diverse cultures and personality types.
- Able to stand for several hours at a time. Able to walk outdoors for up to one hour in summer heat. Able to lift suitcases up and down stairs.
- Possess good time management.

You are also going to need a sense of humor!

Specific Requirements for Japanese Businesses and Schools

Interns must maintain a business casual or business professional image at all times while on-site at the place of work or observation. This includes a neat and clean appearance.

- Combed, brushed, or otherwise presentable hair is required.
- Clean clothes and no body odor are a must.
- Men are strongly encouraged to shave each day. Beards and mustaches are generally not permitted in Japanese schools and companies. However, if facial hair is kept very neat, in some instances beards and mustaches may be permitted on a case-by-case basis.
- Unnatural hair colors are prohibited in Japanese schools and companies. Interns may have dyed hair, but it must be of a natural color, including black, brown, blonde, or red.
- No visible tattoos. Tattoos that are fully covered at all times by clothing or Band-Aids are acceptable.
- No visible piercings besides ear piercings. (3 or less per ear is acceptable)
- When working with young children, excessive jewelry including necklaces, large hoop earrings, and bracelets are prohibited for safety reasons.

Dress Code (Stage 1 and Stage 2)

- Suit or jacket optional. Useful for first day and special events.
- No excessively thin material or prints with words or images.
- Men must wear business shirts with a collar. Light colors preferred. For example, white, gray, or blue.
- Men must wear business slacks. Black, blue, grey preferred.
- Women must not wear low cut tops or short skirts. Skirts at or below knee length are acceptable.
- Pantyhose or other leggings are expected of women when wearing skirts. It is strongly recommended to shave leg hair when wearing skirts and/or pantyhose.
- No jeans, t-shirts, tank tops, shorts, cargo, or sweat pants while on duty.

Dress Code (Stage 3 - Practicum Phase)

- Heat and humidity are very high during Tokyo summers.
- Interns will be teaching, leading fieldwork activities, attending excursions, and living with students. Interns are permitted and expected to dress in casual clothing during these activities.
- We recommend t-shirts, polo shirts, short sleeve button up shirts, shorts, and breathable materials during this phase.

Dress Code Examples

Business Professional (optional)



Business Casual - "Cool Biz" (required Stage 1 and Stage 2)



Casual (preferred Stage 3)

