



Rothberg International School  
 בית הספר לתלמידים מחו"ל ע"ש רוטברג  
 THE HEBREW UNIVERSITY OF JERUSALEM  
 האוניברסיטה העברית בירושלים



## Internship Program Rothberg International School

### General Information about Program Students

- Rothberg International School students are mostly international students from all over the world, but the majority are from the North American continent.
- Students come from diverse academic backgrounds in Sciences, Social Sciences, Humanities, Law, Education, Medicine, etc.
- Students are typically undergraduates between the ages of 19-21. However, post-bachelors and graduate students at Rothberg International School also seek internships at times as well, and the ages of such students tend to range from 22-30.
- Students are usually not proficient in Hebrew or Arabic languages; however, they speak English (language of instruction at Rothberg) and many times are native speakers of other languages.
- Rothberg runs internship programs throughout the year:
  - Depending on the student, **semester students** and year students intern 11-15 weeks during the Autumn and Spring Semesters:
    - **Autumn:** Between September and January
    - **Spring:** Between February and June
  - **Summer students** intern for approximately four to eight weeks between June and August. There is some flexibility in the arrival and departure dates in the summer period. These dates can be determined between the potential internship placement and the student.
  - Please find more information on the required weekly hours in the Placement Expectations section.
- Students are granted 1-3 academic credit upon successful completion of their internship in return for their internship work.
- Internships are unpaid because the Internship Program is offered through an academic framework first and foremost, and secondly, because most students are in Israel on student visas which do not permit paid work. There is no employer/employee relationship between the host company/organization and the student intern. Please see attached related document.

### Expectations of the Rothberg International School

- Confirms that the intern is a student of the Hebrew University and provides the supporting documentation to the student so that the student may obtain a student visa for the duration of their studies and their internship.
- Issues students a confirmation of enrollment so that the student is able to arrange a bus pass at a discounted student rate.
- Arranges health insurance for the intern.
- Confirms that all interns are interning as part of their academic program at the Hebrew University.
- After the internship offer is confirmed by the placement and accepted by student, the Internship Coordinator registers the intern for internship credit. The student receives academic credit in exchange for their internship which may be transferable to their home universities.
- Arranges housing for the student in the university dormitories and provides student-life support through Rothberg's Office of Student Life.

- The Internship Coordinator is available to assist both the internship placement and the student intern with any issue that arises. The Coordinator will check in with the internship supervisor and student during the internship.

### **Expectations of the Internship Placement**

- Weekly commitment in hours:
  - Provide semester students a minimum of eight weekly hours of work for the duration of their internship. This is the required minimum from Rothberg's perspective but the placement may determine a criterion for a greater commitment. Please keep in mind that the students are also taking a full course load at the Rothberg International School and the Hebrew University. The majority of students are able to commit to eight weekly hours of internship work, some 10-12 weekly hours, and less students to around 15 hours.
- **Note:** There are other semester students required to complete internships as a core component of their program. Such students can commit to 16-25 weekly hours of internship during the semesters, depending on the program. However, the students are less available, and therefore the possibility of finding a suitable candidate is less likely.
- Summer interns are provided 20-25 hours/week of work for the duration of approximately four to eight weeks.
- Confirm internship hours directly with the accepted intern(s) prior to starting the internship.
- Integrate the interns into the organization through meetings, assignments, projects, and so on, to the best of the placement's ability. The expectation is that the interns will work from home as little as possible during their internship.
- **Interns are not allowed to enter the West Bank (Areas A, B or C) in any way related to their internship, either formally or informally.**
- Sign off the interns' weekly time sheets/ final log of hours, and evaluate the intern at the end of the semester.
- Be in touch with the Internship Coordinator directly if there are any challenges or issues.

### **Interviews**

- Placements will have an opportunity to interview prospective interns.
- Interviews should take place before the semester begins.
- Resumes will be sent to placements by the Internship Coordinator after being pre-screened, and the placement may choose whomever they find relevant for an interview.
- Placements are requested to contact the student directly to set up a time to interview them and to schedule the interview shortly after receiving their resume. If for some reason the placement believes that the student is not the right fit, please let us know. The Internship Coordinator will work with the student directly to find a more appropriate internship placement.
- It is the placement's decision to accept the intern or not. The placement is requested to communicate their decision to the Internship Coordinator and the student as soon as possible after the interview.

Thank you in advance for helping provide such a valuable experience for Rothberg students!

Internship Program

Rothberg International School of The Hebrew University of Jerusalem