



Cracow  
International  
School

CAMBRIDGE PROGRAMME

[www.cischool.edu.pl](http://www.cischool.edu.pl)

# APPLY

for an internship that will  
broaden your knowledge and  
teaching skills

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CRACOW INTERNATIONAL  
SCHOOL

internship  
guide





## Length of the internship and your timetable

We accept interns and volunteers for periods no shorter than 3 months and no longer than 10 months. Internships can take from 24 to 30 hours per week, depending on your expectations and your university's demand.

In special cases, a two-week internship is possible to be organized, with full-time commitment of the intern for 40 hours per week.

## Age groups

You can do your internship in:

- younger kindergarten group (2.5-3.5 y.o),
- middle kindergarten group (4 y.o),
- grade 0 (5-6 y.o),
- grade 1 (6-7 y.o),
- grade 2 (7-8 y.o)
- or in high school.

### What do we aim for?

Our goal is to enable students to develop features that will allow them to become comprehensive, responsible and socially involved adults. We want them to be able to reflect, to be aware of their strengths and weaknesses, and to be open to the problems of the modern world.

### Why is it important to us?

The values we respect are consistent with the most important attitudes of students and teachers, as defined in the Cambridge Programme. We believe that, thanks to these features, graduates of the Cracow International School will achieve life success and will be able to fulfil themselves in all areas of life that are important to them.

### How do we do it?

By implementing an international curriculum in English, our community creates a multicultural environment in which students become open to new perspectives. The methods we use allow students to express their own opinions, learn to cooperate with their peers and adults, as well as to solve problems in a constructive way. We release the ability to think creatively, provoke to reflect, and to have the courage to put question marks instead of dots.

## Why us?

Find out what the benefits of an internship at Cracow International School are.



# WHAT FEATURES ARE WE LOOKING FOR?

engagement – interns should engage into the life of the school community and take up initiatives aiming at integrating the community;

self-confidence – interns should confidently organize the didactic, educational, and administrative processes – depending on the role assigned

innovativeness – interns should be open to implement modern teaching techniques, new technologies, and to introduce their own creative solutions

responsibility – interns should responsibly fulfil their duties, especially the ones connected to organizing the didactic and educational processes

immaculate  
manners

intercultural awareness – interns should respect, understand and appreciate the diversity of students' cultural backgrounds

reflexivity – interns should reflect on their teaching repertoire, draw conclusions from the actions they have taken up, and introduce solutions that aim at improving the school's functioning

pedagogical qualifications  
or studies in the  
educational field

respect  
towards  
others

honest  
y





communicating in English in order to show students that regardless from your origins, you can find an international language communication with everyone



taking part in school events and helping organize them

conducting games, activities or whole lessons in the classroom or in the

supercare supporting students who need extra scaffolding during lessons

sharing your culture and language background with the students

assisting teachers and students during classes, breaks, outdoor activities, trips, and outings,



conducting games, activities or whole lessons in the classroom or in the

aftercare

# YOUR TASKS

during the internship





## Necessary documentation

Every working day, you will sign a presence list. Please sign the presence list every day you are present at the school. Please be informed that you mustn't sign on the list in case you were absent. All absences have to be reported in advance to school coordinator. If an absence results from any other matter than an illness, you are going to need the coordinator's consent to take the day off, and you may be asked to make up for the absence on another day. If your absence is due to an illness, please deliver a doctor's certificate after you come back.

When you arrive, you will also fill in a school check-in card, and we will ask you to present your passport or ID upon arrival.

An internship certificate will be issued after your internship finishes, and it will confirm the number of hours of your internship and provide a short assessment of your internship within particular criteria.

## Mobile devices, electronics and photos

Please be informed that it is forbidden to use your mobile phone in the classroom for purposes other than the lesson. Please do not take photos of the students and do not publish their photos on any social media, blogs, websites, etc. Please do not use your laptop during your internship time, unless you are asked to do so by the teacher or you need the device to conduct your class.



## Medical care

Depending on the type of insurance you have, you can use different health care options. Remember to have your ID or passport with you when you visit the doctor. If you come from a European country, make sure you have your EHIC (European Health Insurance Card).



# Acommodation

During your internship, you will have to look for a room, flat, or a dormitory, as Cracow International School does not provide accommodation to its interns. There are many places where you can look for accommodation.

Shared flats, shared rooms or single rooms – they are usually a bit more expensive than dormitories, but they tend to be of higher quality. You usually have to pay a deposit, except for the rent and the bills. Make sure short-term rental option is available in case you are not planning to stay for the whole academic year. Sign a contract with a landlord or a rental agency in order to be sure the flat or room is being rented to you by its legal owner or his representative. Check transport links, as cheaper flats may be located in the suburbs. You can look for flats here:

<http://www.gumtree.pl/krakow>

<http://www.olx.pl/nieruchomosc>

<http://www.myerasmus.pl/krakow/flat>

<https://akademik.agh.edu.pl/en/>

<http://www.up.krakow.pl/en/324-student-dormitories-en/1742-student-dormitories>

<http://uek.krakow.pl/en>

<https://en.urk.edu.pl>

Student dormitories – they are usually the cheapest option, as all bills and internet connection are included in the price you pay per month. They are also located in places that are easily accessible by public transport, usually relatively close to the city center and main universities. However, they are usually of low quality, often with a shared bathroom for a few rooms or even for a whole floor. You need to check available options directly at their websites. Please make sure to check the availability of places in advance, especially for stays during the academic year when dorms are often full. Below you will find websites of the most conveniently located student dormitories in Cracow.

Facebook groups - you can try Krakow Expats or Flats in Krakow to look for a room. The ads are usually in English,



# Transport links

The school does not have its own bus.

Therefore, you will need to use public transport or other means of transport. The closest bus stop to the school is Pilotów. It is located in zone 1. There are many buses that arrive to this bus stop. If you are coming from more remote areas of Cracow, you may need to use a tram first and then take a bus. You can use [www.jakdojade.pl](http://www.jakdojade.pl) or a mobile app 'Jak Dojade' in order to check your transport links.

If you are staying for at least a month, you can save money on transportation by buying a one-month, or a semester ticket. One-time tickets can be bought in ticket machines located at bus stops and in buses/trams. If there is no ticket machine inside the vehicle, you can buy tickets directly from the driver, but you need to have the exact amount of money. Long-term tickets have to be bought at special offices. You can check ticket prices and ticket offices locations at [www.mpk.krakow.pl](http://www.mpk.krakow.pl).

If you decide to use taxis, avoid airport taxi services and those taxis that do not have their phone number written on the car door.

It is usually cheaper to use a cab that you call for than to use one that is already there waiting for clients. You can easily google taxi companies in Cracow and check their prices online.



[www.mpk.krakow.pl](http://www.mpk.krakow.pl)

[www.jakdojade.pl](http://www.jakdojade.pl)



# See you soon!

