

INTERNSHIP OPPORTUNITY WITH THE FACULTY OF SOCIAL AND POLITICAL SCIENCE UIN SYARIF HIDAYATULLAH JAKARTA SUMMER 2019

POSITION:	English Instructor – Faculty of Social and Political Science
LOCATION:	Jakarta, Indonesia
DESCRIPTION OF HOST ORGANIZATION:	The Faculty of Social and Political Science (FISIP) is a relatively new faculty that strives to educate and produce students with global awareness, knowledgeable of social issues, and able to compete in an increasingly globalized world. In line with the mission of UIN, the faculty aims to become an internationally recognized faculty. The Faculty offers programs in International Relations, Political Science, and Sociology. In addition, the International Relations Department offers an International Program, wherein courses are held in English and are taught by internationally educated lecturers and professors.
INTERN'S DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> - The intern may work under the supervision of the Dean of the Faculty in coordination with the administrative staff, and lecturers of the Faculty. - Hold an English class for the students of the International Relations Department. This program's curriculum is in English, taught by internationally educated lecturers and is designed for students who already have Intermediate English skills. - The class should focused on improving their skills, those relevant to social and political sciences and international relations. - Teach basic English to the administrative staff, and intermediate or advanced English to lecturers of the Faculty. - Edit memos, papers, and lecturers' articles. - Hold workshops (Public Speaking, Academic Writing, and/or Research Proposal) for students and staff. <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
HOST ORGANIZATION'S REQUIREMENTS:	<ul style="list-style-type: none"> - Excellent oral and written English. - Good computer and/or technical skills; information technology and information management. - Familiarity with Indonesian and Islamic culture and customs. - Adaptability. - Good Interpersonal skills. - Experience teaching English, an asset. - Ability to write technical project proposals is also an added advantage.
HOURS:	Full time
DATES:	April 25 – May 22, 2019
REMUNERATION:	Unpaid, successful applicants may be eligible to apply for Faculty of Arts Internship Awards: https://www.mcgill.ca/arts-internships/funding/apply
HOW TO APPLY:	Students must complete the online Arts Internship Application Form available on the AIO website: https://www.mcgill.ca/arts-internships/internships/postings/application
DEADLINE TO APPLY:	November 19, 2018
CITIZENSHIP REQUIREMENTS:	None
ELIGIBILITY:	<ul style="list-style-type: none"> - McGill Faculty of Arts student (completed 60 credits) - Minimum CGPA of 2.7

	<ul style="list-style-type: none"> - Returning to McGill in the fall semester following the internship - Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns https://www.mcgill.ca/arts-internships/resources
COSTS:	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.
TRAVEL ARRANGEMENTS:	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
ACCOMMODATION:	Finding suitable lodging during the internship is the responsibility of the intern.

WORKSHOPS:	<p>Successful candidates are required to attend the following sessions:</p> <ul style="list-style-type: none"> - Faculty of Arts Interns Meeting (All internships) - Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe) - Success in a Professional Environment (Internships in an office setting) - University-Wide Pre-Departure Session (Internships outside of Canada) - Interns Responsibilities and Guidelines (All internships) - International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
HEALTH & SAFETY:	<p>All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. https://travel.gc.ca/travelling/advisories</p> <p>Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.</p> <p>The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.</p> <p>Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.</p>
ENTRY REQUIREMENTS:	<p>Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.</p> <p><u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u></p>

Please Note:

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration