

# **Rilke Intern Information 2010 – 2011**

**Welcome to Rilke Schule!**

**We will do our best to see that you have a pleasant and worthwhile experience at our school and with your host family!**

**Here is some general information about our school:**

- ❖ Although it says in the intern handbook that the school will provide a hot lunch or money for a lunch, our school does not do so, because it is not set up with a cafeteria. Your host family will show you where the lunch-making ingredients are at home and you can make up your own lunch to bring to school. All of our students and staff bring their lunches from home. If you need certain foods, are allergic to some food, or would like something special, discuss it with your host family.**
- ❖ We will give you a bus schedule. Buses stop very near the school and you can use them to get around Anchorage. Your host family will bring you to school and pick you up after school with their own children. You are responsible for paying for recreational transportation yourself.**
- ❖ Interns will meet once a week for an hour with Frau Sanders and Frau West. This is a great opportunity to ask questions and clear up problems.**
- ❖ Unfortunately, we cannot tell you ahead of time what your schedule will be. Each intern will work four days a week and have one day off in addition to the weekend. All interns work on Friday, because on Fridays school is out at 1:30 PM and the interns and parents run a special program of activities from 1:30 until 3:00 for students who choose to stay. If you have a special interest, come prepared to teach it during this Friday ‘Optional Intensive’ time! Interns are expected to attend school**

- each of their four days a week, including inservice days, unless previous arrangements have been made well in advance with Frau Sanders (like a special trip with the family).
- ❖ We ask interns to help supervise outdoor recess at lunchtime. Recess duty will be divided up so that all areas are covered: one person watches the children on the playground equipment, one supervises soccer, etc. Therefore it is not a time to chat with the others who have recess duty. Many children get bumps, cuts and bruises at recess, but the number of injuries is minimized if everyone is helping.
  - ❖ Damages: if you damage or break anything of your host family's, you are responsible for getting it fixed or replaced. We do not encourage families to loan their cars to interns, but it is permissible. You need to have insurance coverage, replace any gas you use, and be responsible for any damage you do.
  - ❖ If you spend the night away from the host family, please let them and either Frau West or Frau Sanders know, so we can contact you in case of emergency.
  - ❖ Each host family is different. Some are very active in the outdoors, some are not; some have an airplane, a cabin, or a boat and will take you on family trips. Others are not prepared to do this. We will try to see that interns get to do as many activities as possible with each other and our Rilke families and staff.

**Here are some items that our former interns, host families and teachers thought might be helpful:**

## **Do's and Don'ts for interns:**

### **Do:**

- **speak only German with the students in and out of class**
- **speak only German with the German teachers and staff members who understand the language**
- **show interest in the students' lives**
- **contribute your ideas and experiences to the life of the Rilke Schule community**
- **be flexible. Occasionally an emergency situation crops up where we will ask you to step in and help and we appreciate your willingness to change as needed.**
- **participate in as many holiday celebrations (i.e. Martinstag, Karneval) and other out of school activities (drama plays, concerts, etc.) as you can**
- **follow classroom rules when in the classroom**
- **stop talking when teacher gives the quiet signal**
- **talk to your host family if a question or problem arises, or to Frau Sanders or Frau West**
- **call in to the school if you are sick and can't come on your regular day**
- **remember you are considered professionals, not students and act accordingly**
- **dress neatly and professionally according to the school dress code (see the website) (no jeans or T-shirts) and be well-groomed.**
- **show respect to staff, faculty and host families. Please do not gossip.**
- **enjoy the wonderful natural and cultural settings in Alaska. Frau Cati, the third grade German teacher, has offered to be a "social" organizer and tell you all the great things to see and do in Alaska. Hiking, biking and skiing are just a few of the fun outdoor activities that families and school staff can help you with. Just ask!**

## **Don'ts:**

### **Do Not:**

- **use your host family just as a hotel. They do NOT get any money for hosting you – they are doing it for the opportunity to meet you and learn about your life and culture. They want to build a relationship with you and make you part of their family.**
- **discipline students in the classroom. That is the teacher's job. If there is a problem, contact a staff member.**
- **DRINK AND DRIVE! If we hear of an intern drinking and driving, Amity will be notified and the intern will be sent home. We do not want you to endanger your life and the life of others! If you find you have had too much to drink, call a cab or call your host family. They would rather have a call from you than from the police or something worse.**
- **use your host family computer for long periods of time. There are computers at school which can be used. Don't use the family computer as a TV to watch sports events, as this can be very expensive. If you incur expenses on computers or phones, please reimburse your host family for these.**