



LITHUANIAN INTERNATIONAL STUDENT  
SERVICES

*Lithuanian-American Community, Inc.*

## **INTERNSHIP GUIDELINES**

The LISS program strives to grant university students professional experience within their major fields of study in Lithuania and to provide the opportunity to use the local language and acquaint themselves with daily life.

The program aims to help students establish a meaningful working relationship with their Lithuanian employer, enriching both students and employers. Students can apply the knowledge that they gain from professionals and the workplace to future endeavors, while professionals can learn what American and Canadian students have to offer.

### **Dates and Responsibilities**

**LISS 2018 University Students' Program:** June 29, 2018 to August 4, 2018

**Program Fee:** The program fee for university students is \$600, which includes a non-refundable \$100 application fee, and must be paid by **April 15, 2018**.

**Forms:** Fill out the Release Form and the Medical Form. Send completed forms via mail to the LISS program address at the bottom of the page before **April 21, 2018**. The Immunization Records are to be filled out **ONLY** by those who are working at hospitals.

**Project:** Every intern will complete an individual "Project". The Interns will let the LISS program coordinator know what their project's content and presentation will be **within the first two weeks of the internship**. After two and half weeks, intern will write an outline of their project and hand it to the Director. Since the project will be presented, the intern should be prepared with presentation software, such as PowerPoint.

**Certificate and Financial Aid:** Interns will receive a certificate of completion from LISS and either Vilnius University, Vytautas Magnus University or Vilnius Gediminas Technical University upon their project's completion and presentation. The projects may be used to show your university that you completed the internship. Check whether your university requires other forms to be completed by the LISS Director. Financial Aid is available by sending a copy of the first page or summary page of the Student Aid Report in your FAFSA or the Canadian equivalent. Send these documents via email to [liss@lithuanian-american.org](mailto:liss@lithuanian-american.org).

**Airline tickets:** It is your responsibility to reserve and buy your tickets to meet the program's dates of **June 29 to August 4**. For dates outside of the program, you will have to find your own accommodations.

### ***In Lithuania***

**Meetings:** All interns are required to attend weekly meetings with LISS coordinators.

**Place of Residence:** The LISS program will provide living quarters for the duration of the program and will inform you of your location before your flights. A Residential Advisor/Vadovas will be available to help interns adjust to their surroundings. **If arriving earlier or leaving later**, you **MUST** find accommodations – our living arrangements are under contract only for the internship dates specified.

**Food and Entertainment:** Interns are responsible for buying their own food. Food stores and restaurants are located near the living quarters. Your living quarters will have a kitchen and laundry area. Entertainment or relaxation options are available in the area. If LISS coordinates weekend getaways, LISS will provide the transportation. If interns choose to travel, they are responsible for their own transportation. For safety reasons, if interns decide to leave the city for the weekend, they are required to inform the LISS Director. Travel outside of Lithuania during the program is **not** allowed.

**General decorum:** Interns must be respectful and alert at all times. Intoxication is a reason for expulsion from the program. Although the legal drinking age in Lithuania is 20 (effective January 1, 2018), older interns are advised NOT to buy or share their drinks with underage people. Since others will be living in the residences, please be mindful of how you treat others and the facilities.

### **Place of Employment**

**Work hours:** Intern are responsible for completing their work hours and arriving to work on time. If the intern is sick or for whatever reason cannot attend work that day he/she must first call the LISS Program Coordinator and then inform the employer.

**Work attire:** Appropriate clothing is required. If working at a hospital, interns should have scrubs and proper shoes that they will leave at the workplace. Students can purchase scrubs at [www.allheart.com](http://www.allheart.com) or a similar website. White or pastel shirts, pants, and white or light sneakers are also appropriate as long as those clothes are for hospital use only.

**Work-Related Questions:** Promptly call the LISS director if any problems or questions arise at work. Interns should get to know their employers and co-workers and should obtain their employer's mobile telephone number and e-mail address.

## **GOALS FOR THE INTERNSHIP**

Your internship will become what you shape it to be. You should develop goals for your stay and employment in Lithuania as soon as possible in order to help you create and complete your Project.

**Get Involved:** Involve yourself in your work – read about your place of employment before you arrive, get to know your co-workers, ask questions, volunteer as much as possible,

and use your downtime to gather information for your Project.

**Analyze your Workday:** Keeping a daily journal can help you record memories and organize information for your Project.

### **The Project**

Every intern will complete a project. You will choose a vehicle through which you will report your experiences at work, your life events in Lithuania, and the conclusions you draw from them. Remember, this internship will not only help you increase your Lithuanian language skills and knowledge of the country and its people, but also provides you with valuable on-the-job experience in your chosen profession. Writing in a journal will aid keeping track of your thoughts.

How you will present your Project – as a research paper, PowerPoint, Keynote, set of newspaper articles – is your choice but **must be approved by the LISS Director**. After the first two weeks in Lithuania and at your job, you will talk with the LISS Director about your intended Project and presentation. Every week you will inform the Director how your Project is developing and if you need assistance. You must be able to write an outline of your project by the end of the first three weeks and give it to the Director.

The content of the learning in internships cannot be predicted or controlled the way a professor can design a syllabus for a classroom course. You will learn many different kinds of things, some of which relate to school-based education and some of which do not. Some will surprise you.

**There are many possible presentation formats for the presentation of your analysis, results, and comparisons.** Take the time to organize yourself and think about your goals for your internship while you are still at home, and bring what you may need for your presentation. If you need help, please talk to the LISS Director.

Remember:

- ✓ Communicate!
- ✓ Do the work!
- ✓ Ask questions!
- ✓ Reflect on the experience!
- ✓ Keep your LISS Director informed.

### **YOUR TRIP!**

You may have already traveled to Lithuania and visited relatives or acquainted yourself with the culture, sights, and people. But this journey is very different because you will not be a tourist or guest, but a working individual living day to day Lithuanian life. With that in mind, here is a list of what you should consider before traveling.

### BEFORE TRAVELING:

- Complete the “Release Form“ and “Medical Form“ and mail them to**  
Lithuanian-American Community, Inc.  
ATTN: LISS program  
43 Anthony St.;  
New Haven, CT 06515

**\*Deadline: April 15, 2017.**

#### Application Refund Policy:

*Notice received...*

before 4/30 (>2 months)  
between 5/1 and 6/15 (1-7 weeks)  
on or after 6/16 (<1 week)

Refund (%)	Refund (\$)
100%	\$500
50%	\$250
0%	\$0

\* \$100 non-refundable application fee

**Recommended: Travel medical insurance.** Many health insurance companies don't cover all the medical expenses incurred overseas. Two reputable companies are Access America and Travel Guard. These can be found at [www.accessamerica.com](http://www.accessamerica.com) or [www.travelguard.com](http://www.travelguard.com). If you have any questions, please contact LISS program Coordinator ([liss@lithuanian-american.org](mailto:liss@lithuanian-american.org)).

**Recommended: a debit or credit card.** Both require that you notify your bank/credit card company about your stay in Lithuania. Write down your cards' pins and help telephone numbers. Leave a copy at home and take a copy with you in a place separate from the cards.

**Medication:** Have enough medicines/medications for the duration of your stay in Lithuania. If necessary, bring a copy of the “Physician's Forms” as proof of your medical conditions for obtaining medication.

**Passport:** Check your passport's expiration date. If necessary, renew your passport as soon as possible. The process may take between 3 to 4 weeks.

### RIGHT BEFORE YOUR TRIP

Make 2 copies of your passport, airplane tickets, and other important documents. Leave one copy at home, and place the other in a separate suitcase. The passport should be copied in **color**.

Check your flights and luggage weight maximums.

Make sure you are able to carry/push your luggage by yourself.

Take with you an address/journal book in which you can write contact numbers, email addresses, and notes.

- Check the weather in Lithuania – this may help you pack appropriately.
- You can register with the U.S. State Department — <https://travelregistration.state.gov/ibrs/> or The Foreign Affairs and International Trade of Canada office – [www.Voyage.gc.ca](http://www.Voyage.gc.ca).

### THE DAY OF THE TRIP

- Pack all 3 oz. bottles in a clear, zippered, plastic bag.
- Have your passport, important contact numbers and addresses (the LISS coordinators will provide some important information), necessary medication, clothes for one day, debit/credit cards, and at least \$200 in cash on your person.
- For security reasons, arrive at the airport at least 2 hours before your flight.
- On June 29, upon arrival in Lithuania, please do not leave with relatives. You will have time to meet with relatives after you have checked into your place of residence. Please do not make any plans for the evening of your arrival until we all meet as a group.

### SUGGESTED ITEMS

#### CLOTHES:

- Pants (2-3)
- Sweaters/sweatshirts (2-3)
- Short-sleeved shirts/T-shirts (4-5 for work and after hours)
- Long-sleeved shirts/T-shirts (3-4)
- Underwear (at least 7 pairs)
- Pajamas (2 sets)
- Socks (7 pairs)
- Shoes (for work and after hours walking)
- Flip-flops
- Bathing suit
- Light jacket and umbrella
- Professional clothing** for work and for special events. Men: ties, shirts, pants, and work shoes. Women: professional apparel suitable for your workplace.
- For Hospital staffers:* scrubs (2) and clean, white shoes (1 pair) to be worn only at the hospital.

#### HYGIENE:

It's very easy to find the items below at the local food stores, but it's nice to have starter sets.

- Shampoo, hair dryer, and other hair care products
- Towel – even though the residence will provide you with towels, it doesn't hurt to

have your own just in case

- Toothbrush and toothpaste
- Soap
- Deodorant
- Shaving gear
- Combs/brushes
- Tissues
- Feminine hygiene products
- Glasses, sunglasses, contact lenses, and lens products
- Medicine: Tylenol, Motrin, Advil, antacids, etc.
- Nail clippers/scissors
- Beauty products

#### **MISCELLANEOUS ITEMS**

- Purse/wallet
- Backpack
- Alarm clock/watch
- Camera with charger
- Adapters/transformers** – a special one is needed for laptops and can be found at

any computer store

- IPOD/cards/book – for entertainment during travel
- Computer – Internet connections will be provided.**
- Reusable water bottle
- Clothes detergent