

## CAREER ENGLISH PROGRAM



### PROGRAM DESCRIPTION

The Career English Program is designed for students who want to improve their English skills in a professional environment.

### BENEFITS

The Career English Program provides the following:

- English proficiency/needs assessment via Skype prior to arrival
- 6 weeks of intensive English classes
- Improvement of written and spoken skills in English
- The opportunity to learn and use American English expressions and idioms
- Experience interviewing (in English!)
- Company placement based on your fields of interest
- Real-life English practice outside of the classroom
- Regular communication with the Career English Coordinator after placement
- Close contact with American professionals
- An in-depth understanding of American business practices, etiquette, and values
- A chance to improve your resume in today's competitive job market
- An official letter of achievement upon successful completion of the course

### PROGRAM DETAILS

#### **Weeks 1-6: Standard English Course**

In the Standard Course, students receive intensive English classes (Monday-Friday, 9am to 12:40pm) focused on English expressions, idioms, writing, listening and speaking. Students with an F-1 Student Visa must add an afternoon elective (English in Use or Business English Monday-Thursday 1:30pm-3:10pm). Daily contact with an English speaking instructor ensures that students have the language skills necessary to participate in the American workforce. Students work closely with the CISL Career English Coordinator (providing three fields of interest, writing a cover letter and resume, and interviewing with companies) to secure an unpaid volunteer position in an American business that meets their personal interests and career goals. This is not a job training program or an internship.

#### **Weeks 7-14: Career English Placement**

Students spend 20-40 hours per week (depending on student availability) at their new company, where they participate in business activities while practicing their English in a professional setting. The Career English Coordinator closely monitors student progress throughout the course and provides an official CISL letter of achievement once the course is successfully completed.



## HOW TO ENROLL

### Current CISL Students

Schedule a meeting with the Career English Coordinator and begin your journey!

### Future CISL Students

Contact the CISL San Francisco Registrar to begin the registration process, and be sure to mention your interest in this particular program.

## REQUIREMENTS

To qualify for the Career English Program, students must:

- Be 18 years of age or older
- Have an English proficiency level of at least CISL High Intermediate (Level B2)
- Enroll in a minimum of 6 weeks CISL courses (specific course is the student's choice)
- Provide course tuition + Career English Fee
- Possess at least one year of experience or education in the desired field
- Commit to the hours required by their host company

## SCHEDULE & PRICE INFORMATION

| Program        | Course Description  | Start Dates | Weeks | Placement Fee |
|----------------|---|-------------|-------|---------------|
| Career English | 6+ weeks English classes** followed by 6-8 weeks placement with a local business. | Any Monday  | 6 - 8 | \$1,350       |

\* Placement between December 15 and January 15 is limited. This is not an internship. \*\*Standard English or equivalent program priced separately.

## CISL SAN FRANCISCO

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## PROGRAM FIELDS INCLUDE

- Architecture
- Law
- Advertising
- Marketing
- The Arts
- Non-Profit
- Public Relations
- Computers
- Travel & Tourism

“ I completed my Volunteership at a law firm where I could be involved in the real day-to-day routine of the law firm. I worked with a legal assistant directly and he explained a lot to me. I was terrified at first to speak and answer the phone when I was alone, but as I continued I got better and better! I know that I still make mistakes, but now I'm more confident and can think in English faster.” IULIJA, RUSSIA

