CAMBODIA TEACHING INTERNSHIP
Congratulations on joining LoveTEFL’s Cambodia Voluntary Internship - we’re looking forwards to working with and supporting you throughout the duration of your programme. By the time you’ve finished the practical element in Cambodia, you will not only have had an incredible time but you’ll also have teaching experience that puts you in a great position for English teaching jobs around the world – and a certificate to prove it! It will also give you a great range of transferrable skills useful for any number of professions and industries.

Our team in the Head Office in Leeds, UK are on hand to guide you through your pre-departure steps and your initial online TEFL training studies and, once you arrive in Cambodia, the team in-country will be with you every step of the way. They will ensure that everything goes smoothly; they will also provide you with professional teaching feedback and development to ensure that you develop and learn throughout your time teaching at the schools.

Before you travel!

Please ensure that you do all the following BEFORE you fly to Cambodia:

- Send a copy of your CV and a recent photo to support@lovetefl.com
- Request 2 written references and send them to support@lovetefl.com – these can be from a teacher, long-standing friend or someone in a professional capacity. They should be on headed paper and confirm that they consider you to be a suitable character to take the internship in Cambodia
- Complete the personal information form and send it back to support@lovetefl.com
- Arrange to get a police check if you do not have one already – more information further on! When you have it please send it to support@lovetefl.com
- Complete the 120 hour on-line TEFL training course – you will have received your log-in details when you booked the programme
- Ensure you have all relevant vaccinations for your 3 months in Cambodia – please check with your local doctor or travel medical clinic
- Purchase travel insurance to cover you for the full duration of the programme – this will be checked on arrival and you will not be able to participate in the programme without travel insurance in place
- Book flights to land into Phnom Penh International Airport (airport code PNH) on the arrival day and inform LoveTEFL of all your flight details no later than 3 weeks prior to the programme start date (if we don’t have your flight details, we can’t pick you up!).
  - Note: Please let us know if you are planning to arrive in a different day or outside these hours
- Review our packing list – it’s important that you do have appropriate clothing for the programme

Before we get into the detail of the programme, let’s start with the itinerary of the programme:

- September 4th 2013 to December 1st 2013
- December 4th 2013 to March 2nd 2014
- March 5th 2014 to June 1st 2014
- June 4th 2014 to August 31st 2014
- September 3rd 2014 to November 30th 2014
Day 1 – Arrival day
- Arrival Day: Airport pick-up (tuk tuk)
- All meals on Monday to Friday are provided, weekend meals are not included
- Meet & greet other voluntary interns, settle into accommodation

Day 2
- Tour of Phnom Penh in tuk tuks, visit ATMs, buy SIM cards ($1 + prepaid credit) etc.
- Accommodation Orientation: rules, security, zero tolerance issues (drugs, sex tourism, visitors without approval)
- 1st Khmer Language lesson

Day 3
- 2nd Khmer language lesson
- CWF (Conversations with Foreigners) Organisational structure: mission, model and how you fit in
- Khmer culture, customs, geography.
- Policy sessions - Child Protection, Codes of Conduct, Anti-discrimination/equity, Health, safety & security
- Living in Phnom Penh - entertainment, local teaching orientation led by highly experienced language teacher and past voluntary interns.
- Your individual timetable is supplied during this session – up to 4 hours per day Mon-Fri, plus a scheduled back-up hour (only if required)

Day 4
- 3rd Khmer language lesson
- Put yourself in your student’s shoes. Immersion “get to know each other” session, insight into teaching practice and student’s experience in the classroom.
- Language in the classroom
- Teaching vocabulary
- Games & teaching pronunciation

Day 5
- 4th Khmer language lesson
- Morning Teaching Workshop: insight into Khmer students and teaching expectations with past volunteers.
- Q&A session.
- Evening Boat Picnic Dinner: 2 hour boat ride on the Tonle Sap/Mekong rivers at sunset.
- Night market, drinks overlooking the river

Day 6
- Free day

Days 7 to 10
4 day/3night trip to meet CRDT (Cambodian Rural Development Team) in Kratie, approx. 300km northeast of Phnom Penh and then travel to communities working with CRDT. Each semester we alternate visits between Koh Pdao (Rattan Island) in Kratie province, and Koh Preah (God’s Island) in Stung Treng province (4 hours north of Kratie, near Laos).

The homestay program is part of CRDT’s livelihood/income generation project, and you get the privilege of meeting the community, helping to harvest rice, build fences, or other work the community is undertaking at the time of their visit, and stay with families in the traditional wooden stilt houses. These islands have no running water, and most homes do not have electricity.

Days 11 to 12
- Free days/preparation
- School is open for photocopying, lesson prep.
Days 13 to 82

- Teaching Program

You are expected to prepare and deliver all classes as scheduled. If you are unwell, our back-up schedule is in place to ensure classes are covered until the volunteer is able to return. You will gain approximately 180 hours of practical teaching experience by the end of the semester.

Outside of scheduled teaching hours, you are free to manage your own time and activities. Social and cultural activities are arranged such as Khmer cooking classes, weekend day trips to local temples, wildlife parks, picnics, and parties throughout the semester. Day trips cost approx. $5-10 per person to cover transport and food.

You are required to attend fortnightly teacher meetings to discuss issues, share teaching strategies, and for CWF to introduce important stages of the semester such as marking/grading, project week, new student testing.

You will be required to help level test new enrolments for the following semester at the end of your semester. This usually happens in the final two weeks of semester, in your scheduled back-up hour.

Free, on-going private or group Khmer language lessons are available on request.

NOTE: There are a number of public holidays throughout the internship. Under Cambodian Labour Law, staff have time off during public holidays. No staff are on duty at school or at the volunteer house, and no meals are provided during official public holidays. 24 hour emergency support is on hand if required.

Day 83

- Final day of semester
- Students and voluntary interns celebrate the end of semester with class parties.
- Student results and certificates are given on this day

Day 84

- End of semester party.
- Thank you party with representatives of CRDT traveling from Kratie to personally thank teachers and present certificates of appreciation and letters of recommendation

Day 85

- Official end of program

Volunteer House residents must move out on this day to allow us to prepare for the new arrivals. There is no transfer back to the airport arranged on this day but the team can help with this if you need it.

Post program support from the in-country team includes: visa renewals, visas for other countries, travel advice, bookings bus, car, hotels within Cambodia, assistance with accommodation for those wishing to stay in Phnom Penh, mail and parcel shipping, assistance/advice in finding paid teaching work in Cambodia or SE Asia region.
The voluntary internship itself

LoveTEFL’s Cambodia voluntary internship gives you a unique opportunity to not only learn and develop your skills as a teacher but also to experience the ‘real’ Cambodia and to make a significant impact on the lives and futures of the students you teach and help. Before you travel you’ll complete the in-depth 120 hour TEFL (Teaching English as a Foreign Language) training course giving you all of the tools and techniques you’ll need to get started in the classroom. Once you are settled into your school, you’ll put the theory you’ve learned into real practice by working as a teacher!

Throughout the practical experience the in-country team will be on hand to guide and assist (although of course you do need to push yourself as well) and will observe you teaching at different times throughout the programme. After each observation you’ll receive personalised feedback on areas that are going well and tips and techniques on how to develop further as a teacher meaning that by the end of the programme you will have had a very positive impact on your students and be ready to jump into any paid English teaching job / use the transferable skills in your future career.

There will also be fortnightly teacher meetings to discuss issues, share teaching strategies etc. The internship is hard work and takes commitment, energy and flexibility but the rewards are huge and of course all of your weekends are free to explore Cambodia or simply relax. On completion of the full programme, you’ll receive a certificate confirming your practical experience and a letter of recommendation. That’s in addition to your 120 hour TEFL certification.

Our Partners in Cambodia - Conversations with Foreigners (CWF)

CWF is an non-profit social enterprise English language centre, founded in 2006 to support the sustainability of Cambodian Rural Development Team (CRDT), a Local NGO working to improve livelihoods, food security, environmental protection, biodiversity, and alternative energy, in Cambodia’s north-eastern provinces of Kratie, Stung Treng, and Mondulkiri.

CRDT programs are funded by grants from international aid organisations such as WWF, IPADE, UNDP, and AusAID. The majority of these grants come with clauses restricting use of funds to beneficiaries – meaning CRDT cannot use these funds for staff transport, insurance, healthcare, or administration. Conversations With Foreigners was therefore established to provide a regular, sustainable source of core operational funds, and an additional positive impact on Cambodian development through practical skills development and an international perspective for Khmer students whose knowledge of the outside world has been severely limited by a dysfunctional education system, and through promotion of Khmer culture, language, tourism, cross-cultural understanding and opportunity for international volunteers. After decades of conflict, civil war, and isolation, these elements are crucial to Cambodia’s growth and success.

Our Mission
A self-sufficient CRDT working to improve livelihoods with rural communities in Cambodia.

Our Vision
To provide affordable conversational English courses and support volunteer experiences while raising money for CRDT’s work.

We are registered with the Ministry of Youth, Education and Sport, established through a constitution and governed by a Board of Directors, mostly Cambodians who work in banking and finance, human resources, and environmental protection. As a non-profit, our finances are audited by an independent accounting firm annually. After audit result, we donate 60% of our net profit to CRDT. The remaining 40% is held for development and sustainability of CWF. Since 2006, we have donated US$113,000 to CRDT to ensure operational sustainability.
How do you get a Police Report / Criminal background check?

If you’ve worked in the UK previously in a teaching role or working with vulnerable people then you may well already have a CRB report. If you do, and the check was done in the last 12 months then this is perfect for your application.

If you don’t you will need to follow the following process to get a ‘Police Clearance Certificate’. We recommend you do this as soon as possible

UK based:

- Apply for an ACRO POLICE CERTIFICATE at the following link: http://www.acro.police.uk/police_certificates.aspx
- It costs £45 for a 10 working day turn around and £80 for a 2 working day turn around (recommended)

Ireland based:

- You need to contact your local police station and make a written application for a POLICE CERTIFICATE
- This is issue free to Irish citizens and as the turnaround time isn’t specified you are advised to do this as soon as possible

US based:

- You will need to contact either your local police department or the FBI (http://www.fbi.gov/about-us/cjis/background-checks/faqs)
- Charges may apply and the FBI process may take several weeks so we recommend requesting from the local police department if you are able to

Canadian based:

- You will need to contact your local police department. For further information see here: http://www.rcmp-grc.gc.ca/cr-cj/finding-empr2-eng.htm#Application
- A fee may be charged and the process may take several weeks

Other:

- Please follow up with your local police department for your local requirements. YOU will need a certificate or a letter stating that you do not have a criminal record and if you do it must detail what that is.
**Cambodia**

Cambodia has an area of 181,000 sq km (70,000 sq mi) and lies entirely within the tropics. It is located at the heart of Indochina, bordered by Thailand to the West, Laos and Thailand to the North, Vietnam to the East and its South coast is on the Gulf of Thailand.

The country’s two dominant topographical features are the Mekong River, approximately 5km wide in some areas, and the Tonle Sap Lake in the centre of Cambodia. The majority of Cambodians live around the alluvial plains surrounding the lake and the Upper Mekong Delta.

In the Southwest much of the area is highlands and along the South coast is a heavily forested lowland strip isolated from the rest of the country by mountains. Along the Northern border are the Dangkrek Mountains and in the Northeastern corner of the country the transitional plains give way to the Eastern Highlands.

**Life at your school**

The Conversations with Foreigners model is one of fund-raising and social enterprise: Students pay an affordable fee to study with foreigners, CWF operate a school with as low overheads as possible, net profit is donated to CRDT to help ensure the sustainability of their development work in north-east Cambodia. This set up means that it isn’t just a school but part of a broader mission to aid development work in Cambodia and English language skills development. The kids you work with will be eager and excited to have the chance to learn English from a native speaker.

Despite this enthusiasm, Cambodian schools are very conservative places and both appearance and behaviour are very important. Men are expected to wear a light coloured shirt and trousers (a tie is not required) and smart shoes, women are expected to wear long (knee length or below) skirts or trousers, smart blouses that cover the shoulders. Tattoos must be covered up and some piercing are accepted but others may need to be covered while teaching – the team in Cambodia can advise.

We will go through everything in detail at the orientation but the secrets to success in any Cambodian school – and these more rural schools in particular – are:

- Smiling
- Being super flexible and laid back – don’t let things stress you out
- Doing everything you can to understand and conform to Cambodian culture – you can’t know everything but making the effort counts for a lot
- Being on time
- Modelling good behaviour – in the classroom and outside
- Never ever losing your cool!

It is highly likely that the school may ask you to assist or even lead a range of different subjects. Although this might be difficult from time to time, it’s important that you do your best in all you are asked to do and are happy to help the school in any way that you are asked. The in-country team will be available to help (although they can’t be everywhere at the same time!) and we’re sure that all internship participants will rise to the challenge that the schools set.
Accommodation

The accommodation is at a shared voluntary intern house based on a twin-share basis with an en-suite for each room. The house can accommodate a maximum of 12 people and is located around a 10 minute walk from your school and there are even bicycles to get around too!

There are fans in all the rooms but no air conditioning and the showers will be cold water – this is standard in Cambodian houses and in a hot country you will get used to it. Bedrooms are lockable and secure and you’ll have sheets, pillow cases and a mosquito net provided.

The house is equipped with cable TV, a PC with printer, WIFI, a great rooftop balcony, washing machine, and a bicycle for each intern. All consumables such as washing powder, bug spray, toilet paper, and filtered drinking water is provided. Security of volunteers is paramount, so there is an overnight security guard, CCTV system, and visitors are not permitted without prior approval from the Cambodian team.

Meals will be included on the programme (with the exception of public holidays and school holidays) and will be prepared for you. It will be traditional Khmer food which is often served with rice and noodles. Vegetarians, vegans and most allergies can be catered for but please let us know.

A typical Cambodian meal will consist of several dishes including soup, rice, curries, stir fry and noodles. Some common dishes are *amok* dtrey (fish with coconut milk curry steamed in a banana leaf), *chha khnhei sach mon* (stir-fried chicken with ginger), *choeong chomni sut chrour chean* (fried pork spareribs). *An sam chruk* (sticky rice, pork and green beans wrapped in a banana leaf) *sut ko* chha k’daow (stir fried beef with chilli and basil) can be delicious, but packs a punch. Similarly watch out for *pong tea kon* (fertilised duck egg containing an embryo) which is not to everybody’s taste. More unusual Cambodian delicacies include locusts, field rats, snakes and land crabs.
Packing list

One of the most common questions we are asked at LoveTEFL is ‘what should I take?’ so we hope these suggestions help to get you started:

- Smart teaching clothes – 5+ shirts, ties and dark trousers for males and 5+ blouses and long skirts for females.
  - You may find things hard to buy in Cambodia that fit but tailoring is available. It’s US$8-12 for a business shirt, similar price for trousers/skirts. Around 3 day turnaround from most tailors.
- Smart ‘work’ shoes
- Shorts, t-shirts (lots – it’s hot!), jeans / trousers
- Swimming ‘things’
- Flip-flops or sandals
- Towels
- Adaptor plugs
- Laptop (if you have one! – Wi-Fi isn’t available everywhere though)
- Smart phone (3G data is cheap and widely available, just make sure your phone is unlocked)
- Sports kit – you may have the opportunity to play sports with the students
- iPod or equivalent
- Kindle or equivalent – if you’re a reader you might find English books hard to come across
- Teaching materials / handbooks
- Insect repellent
- Basic first-aid kit
- Bicycle helmet (or motorcycle helmet for moto taxis)

Climate

The climate in Cambodia generally has two seasons – the dry and the rainy season.

The dry season is from November until June with December and January being the coolest months.
The daytime temperatures are between 25°C - 30°C (77° - 86°F) and at night time 18°C - 20°C (64° - 68°F). In April the temperature can reach 40°C (104°F) and is the hottest month.

The rainy season is between July and October with similar temperatures but it does not rain every day. When it does, it’s usually in the afternoons. During this time it tends to be cloudier; humidity is higher and the weather is then sultry and oppressive. From a few minutes to a few hours, rainfall can be heavy and vary from area to area though the rain is usually followed by sunshine.

Weather in Phnom Penh:
Visas

You will need to apply for a 30 day e-type visa on arrival into Cambodia. We will provide you with a supporting letter to take with you and present at the airport. The e-type visa-on-arrival costs US$25, payable only in US Dollars, and you will require 1 passport photo.

You will then need to renew the visa while you are in country which the team will help you with. Before visas expire, they will gather everyone’s passport, a photo, and the renewal fee. The team use visa agents who collect the documents and process the renewal (this usually takes 1-2 business days).

Current prices for renewal are:

- 1 Month single entry $44
- 3 Month single entry $74
- 6 Month multiple entry $155
- 12 Month multiple entry $282

The Cambodian E-type visa is very simple to renew, and can be renewed indefinitely without any paperwork. There is technically a working permit that goes along with the e-type visa, but volunteer teachers are exempt from this requirement.

Inoculations

Although Cambodia is a pretty healthy country and most illnesses are simply an upset stomach – in fact, you will almost certainly get a stomach bug at some stage - it is important that you are comfortable with the inoculations you need. It’s always best to check with your local doctor / travel clinic plenty of time before you travel. A good website to research inoculation advice for Cambodia is:

http://www.fitfortravel.nhs.uk/destinations/asia-(east)/cambodia.aspx

The most common recommended inoculations are:

- Hepatitis A & B
- Typhoid
- Tetanus
- Diptheria
- Japanese encephalitis

Safety & Security

Living in a developing country like Cambodia has inherent risks that all interns should be aware of. While Cambodia is currently politically stable, it is important to be informed of changes to the security situation. Our partner school monitor safety advisories from the UK, Australia, and USA, and provide security advice. For an overview of Cambodia, please visit the gov.uk travel advice website:

https://www.gov.uk/foreign-travel-advice/cambodia
Budgeting

Budgeting is a very individual thing and can vary from person to person. We have given an indication of prices in Cambodia for everyday items. This will help you figure out how much you should budget for.

<table>
<thead>
<tr>
<th>Beverages</th>
<th>Cambodian Riel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1.5 Lt of water</td>
<td>3,000 – 6,000</td>
</tr>
<tr>
<td>Can of soft drink (e.g. coke/fanta)</td>
<td>2,500 – 4,000</td>
</tr>
<tr>
<td>Local beer (1 glass, western bar)</td>
<td>4,000 – 6,000</td>
</tr>
<tr>
<td>Local beer (1 jug, local bar)</td>
<td>6,000 – 10,000</td>
</tr>
<tr>
<td>Glass of (local) rum/vodka &amp; cola</td>
<td>6,000 – 14,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>10,000 – 20,000</td>
</tr>
<tr>
<td>Lunch</td>
<td>10,000 – 20,000</td>
</tr>
<tr>
<td>Dinner</td>
<td>10,000 – 20,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Snacks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Snack bar (e.g. Mars/Snickers)</td>
<td>4,000 – 6,000</td>
</tr>
<tr>
<td>Plain biscuits (no chocolate)</td>
<td>4,000 – 12,000</td>
</tr>
</tbody>
</table>

| Internet (per hour)                | Approx. 2,000            |

<table>
<thead>
<tr>
<th>Transport</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuk tuk - to project</td>
<td>8,000 - 10,000 (return)</td>
</tr>
<tr>
<td>Motodop (moto-taxi) Volunteer</td>
<td>4,000 (day)</td>
</tr>
<tr>
<td>house to riverside</td>
<td>6,000 (night)</td>
</tr>
<tr>
<td>Taxi</td>
<td>Approx. 1,000 per km</td>
</tr>
</tbody>
</table>

Note: 1USD = 4,000 KHR

The US dollar is used as a proxy currency in Cambodia. This means you can use US dollars or Cambodian Riel. ATMs are widely available throughout Phnom Penh and major towns, and all debit and credit cards can be used to withdraw both Khmer Riel and US Dollars.

Cash is king, and EFTPOS is very rare, so paying for meals, tickets, shopping with a credit or debit card is not generally possible. Money changers are common around markets and all banks can exchange currencies.

**Contact details**

If you have any questions we’re here to help in the UK before you head out to Cambodia so please use us!

- You can reach us on +44 (0)113 829 3300 (01 4434755 from Ireland)
- You can email us at support@lovetefl.com.
- You can also call us on Skype by clicking on the Skype icon on our website www.lovetefl.com.

**Enjoy Cambodia!**

The LoveTEFL team