



Credit Union League of Connecticut & Co-operative Credit Union League of Trinidad & Tobago Internship Exchange Program

Program Goals

Each internship should produce identifiable benefits to the Co-operative Credit Union League of Trinidad & Tobago (CCULTT), the Credit Union League of Connecticut (CULCT) and the sponsor credit unions.

Program Structure

The internship should provide exposure to all operational areas of the sponsor credit union.

Logistics:

- Length of stay: 9 days
 - September 15 – September 24, 2010 for interns from Trinidad
 - September 24 – October 1, 2010 for interns from Connecticut
- The credit union position is a full time position
- Intern will continue to be paid by their own credit union
- Housing: provided by sponsor in sponsor host home, unless intern and host credit union make other arrangements
- Travel expenses paid by the credit union originating the intern

The Connecticut Credit Union International Partnership will assist with travel expenses for the Connecticut interns traveling to Trinidad.

Sponsor credit unions need to clearly identify credit union expectations for both the credit union and the intern. Once approved as a sponsor credit union an outline of the skills necessary for the position(s) and a plan for how the intern will develop any needed skills must be provided to the League. The expectations will be used to develop any necessary training program. This information will be shared with the intern to enable them to understand the credit union's expectations.

The internship training program should include the following:

- Specific goals
- Specific dates for meeting goals
- Identifiable criteria for meeting goals
- Who the assigned qualified trainer is for each goal
- Strong orientation program (on-going throughout internship)

The credit union should provide one primary mentor contact for the intern as resource throughout the program, although the direct supervisor may change as responsibilities and/or locations change.

Intern Qualifications

1. Mid-level management or below.
2. Applicants should be good ambassadors for their credit union and for their country. During their time in the sponsor country the intern may be called upon to address many groups. They must, therefore, possess a professional, outgoing personality and have the ability to communicate with other people and to express themselves clearly;
3. Applicants should possess well-rounded personalities with an ability to think through problems and the challenges of living in a foreign environment;
4. Applicants should have an inquiring mind and be actively interested in their own environment, the credit union environment, the world in general and in world problems;
5. Applicants should be able to adapt easily. The individual who cannot adapt easily at work may well find it impossible to adjust to situations in a foreign environment.

Intern Obligations

1. Interns are expected to obey the laws of the sponsor country at all times and perform all duties assigned to them by their sponsor credit union as if he or she were an employee of that credit union.
2. Interns may be required to address credit unions, youth groups and community groups during their stay in the sponsor country and will, on their return home, be expected to address similar groups on their experience as an intern;
3. During their stay in the sponsor country, interns are expected to attend credit union and League related events when invited;
4. The intern is an ambassador for their respective credit union, state and country and should at all times behave in a manner which will reflect well;

5. Interns are expected to prepare a formal report and/or PowerPoint presentation of their experience in the sponsor country to share with their credit unions upon their return;
6. Interns are expected to complete an exit interview upon return, identifying the strengths and weaknesses of the experience to assist their League or International Partnership Committee in refining the program for the next internship.

Sponsor Eligibility and Obligations

All League member credit unions and credit union to credit union partners are eligible to participate as a sponsor in the program. The sponsor is expected to provide one primary mentor to assist throughout internship. They are expected to provide a safe and educational environment in which the intern may focus on learning all aspects of the credit union, assisting both the sponsor and employer credit union. The sponsor credit union is responsible for the financial expenses of any intern they send to another country.

CULCT/CCUTTL Obligations

The CULCT and CCUTTL will co-ordinate the application and placement process. Each League is responsible for identifying suitable housing within their country for participating interns. Each League will be responsible for travel expenses for their country's intern(s) in the event the sponsor credit union does not cover their staff expenses. Each League may assist with nominal misc. expenses.

Each League will work with their sponsor credit union(s) on a schedule and outline of expectations for the visiting intern(s) which will be provided to the League and intern by August 15, 2010 to ensure the intern and League understand expectations and can prepare the visiting intern appropriately.

Application Process

Application deadline: July 23, 2010 (both Sponsor and Intern applications)

Notification of acceptance: July 30, 2010 (League will notify selected candidates)

Final candidates are chosen by the League International Partnership Committee.

Formal applications are available on the League website at www.culct.coop. For additional information contact Barb Bass at bbass@culct.coop.