



**JERICHO**  
FOUNDATION

College | **INTERNSHIP** | Program



# Host Family Guidelines

Jericho Foundation: P.O. Box 334 Oshtemo, MI 49077  
Jericho@jerichofoundation.org | (269) 321-9418

# SIGNATURES

Please sign below after you have read and agreed to the Host Family's expectations for the Summer Internship Program.

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Host Family Signature

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Host Family Signature

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Date

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Date

## A HOST FAMILY IS...

A vital part of the Jericho Foundation college internship exchange. The host family supports the students while they navigate a new place and work environment. While in the U.S., the students will be working full-time and participating in Jericho events: that's a lot of work! Your home will serve as a place of rest for our dedicated students. As the host family, you have an opportunity to walk alongside and support one of our students as they work to better their future and immerse them in various activities and new experiences. In return, you gain the opportunity to learn about a new culture from a young leader.

Hosting is a tremendous experience where you can share a young person's hopes and dreams and develop a lifelong connection with a student and family from Bosnia and Herzegovina (BiH). It can be challenging to help a young person transition to a new culture and ease into surroundings, but the rewards are immeasurable.

The following information will help prepare host families to explore the challenges and triumphs of welcoming a BiH student into their home for a meaningful exchange.



*Ehvan spent some time with his host family and friends*

## INTRODUCTION

The Jericho Internship Exchange Program was developed to allow students to gain valuable work experience that has been shown to guarantee employment in BiH. Gaining this crucial work experience is **priority #1** while the student is visiting the US.

While our students are here working hard, you, as a host family, have the incredible opportunity to encourage, walk alongside, and do life with a remarkable, driven young leader. You are on the **front line** of ensuring our students get all they can from this experience and head home with the skills, certifications, and experience to get hired! Because of this, it is critical that the host family reinforces the Jericho message that while the student is in the U.S., their internship comes first.

This is also a wonderful opportunity for our students to experience life in the U.S., so we invite you to show them around and give them the opportunity to experience new and exciting things during their stay. Our students look forward to getting to know you and your family as they dive into six weeks of work and life in the U.S. Thank you for partnering with us to provide this life-changing experience to Jericho scholars!

**ESTIMATED HOSTING DATES:**  
**July 15, 2023- August 27th, 2023**

*If you are unable to commit to hosting for the duration of the student's visit but would still like to host or be involved, please email [joanna@jerichofoundation.org](mailto:joanna@jerichofoundation.org)*

**WORK HOURS FOR STUDENTS:**  
Monday through Thursday, 8:00 am - 5:00 pm  
(unless otherwise specified by the internship site)

## JERICHO LEADERSHIP CONTACTS

Name:	Phone:	E-mail:
Kellie Simmons, Director	(269)214-7196	<a href="mailto:kellie@jerichofoundation.org">kellie@jerichofoundation.org</a>
Joanna Shields, Founder	(269)207-7966	<a href="mailto:Joanna@jerichofoundation.org">Joanna@jerichofoundation.org</a>

## GOALS OF THE INTERNSHIP

- Receive hands-on work experience
- Improve interpersonal and professional skills by doing or observing
- Enhance cross-cultural skills and develop cross-cultural competence, the ability to work well in different cultures and with people of different origins
- Understand company practices
- Develop strong networking/mentoring relationships

## EXPECTATIONS OF HOST FAMILIES

- Provide a safe and welcoming environment for trust and friendship to develop between the student and your family.
- Provide room and board for the student.
  - All students must have their own beds.
  - If the student shares a room, it should be of the same gender and similar age.
- Provide and/or arrange transportation to and from work.
- Provide meals for the student (including those required during their time at work).
- Support and make the student feel like a part of the family, with the same privileges and obligations as other family members.

## ABOUT THE STUDENTS

Students will be assigned to host families after the background check has been cleared and travel arrangements have been made for the student. However, regardless of the student you host, you can be sure that your student:

- has cleared a background check
- has passed a drug test
- has been in the Jericho scholarship program for 3+ years
- is in good academic standing
- has received training about how to interact with your family successfully
- has received training about how to successfully interact with their co-workers

## EXPECTATIONS OF STUDENTS

Students are given a copy of these expectations, and we make sure they understand them before they arrive. If any confusion arises regarding these expectations, please contact a Jericho staff person. Students:

- are ambassadors of Jericho and are expected to represent themselves and us well at the workplace and throughout the stay.
- are available and willing to speak on behalf of the Jericho Foundation to small local groups, churches, and Jericho gatherings and talk about BiH, Jericho, and their life experiences after receiving adequate preparation and coaching time.
- will obey the regulations of the B1/B2 Exchange Visitor Visa and the U.S. State Department.
- abide by the federal, state, and local laws, including those about the consumption of alcoholic beverages by anyone under the age of 21 and the use or possession of illegal drugs.
- will recognize that Kalamazoo is a very diverse city and know they are expected to treat people of any racial or ethnic group with kindness and respect.
- will not drive a motorized vehicle (automobile, motorcycle, boat, or any other vehicle requiring a driver's license).
- will not get any new piercings or tattoos while in the U.S.
- will face punishment up to early dismissal from the Internship program if they publish any information the Internet in any media or social format that violates program rules.
- acknowledge that Jericho is NOT acting in the capacity of in loco parentis with respect to students and that their natural parents still retain all of their rights and obligations.

*Jericho reserves the right to dismiss any student who fails to uphold any and all of the above rules. In the event that a student is dismissed from the program, the parent or natural guardians are responsible for all additional expenses incurred above those or the regular program costs. In the case of early dismissal, program fees will not be reimbursed.*

## **BEFORE THE STUDENT ARRIVES: STEPS FOR PREPARATION FOR A SUCCESSFUL VISIT**

Be sure that you have read and understood all program guidelines as well as the expectations of our students (see student expectations).

Know how to contact key Jericho leaders and community services in case of an emergency.

Before your student arrives, try to learn as much as you can about the Bosnia and Herzegovina culture, which may help prevent misunderstandings. You may find helpful information from a simple Internet search. CulturalAtlas.com, Unesco, and WorldTravelGuide.net.

Also, think about which aspects of American culture you would like to share with the student, such as types of food, entertainment, and local places of interest. There are many books/materials that the Foundation can provide you for preparation free of charge.

Here are some ideas about more information to gather and share before their arrival.

1. Establish communication with the student and their parent(s) using the contact information on the student information sheet.
2. Please extend a welcome and begin telling them about your family.
3. Try, if possible, to set up at least one Skype or Zoom call, as it's always nice to connect face to face.
4. Send the student photos of your family, home, their room, pets, etc. so they can "see" you and their home away from home.
5. Tell the student about what a normal week in your life looks like and what hobbies your family enjoys. Maybe take this opportunity to ask about their hobbies and plan some time for their hobbies here.
6. Ask about food, what they like to eat, and what their meals at home are like. They may respond generically as they don't know what is available here, but knowing what they do not like is a good place to start. Mealtimes in their country are much different, so this is an area where they will have to be flexible.
7. Give the students information about types of clothing to bring and remind them of what they do not have to pack, as you will provide towels, lunch supplies, and personal care items such as shampoo, and bedding. The students are given a gift bag, from Jericho upon arrival including the following: toothpaste, deodorant, toothbrush, lotion, and feminine products.
8. Understand that each student will be given \$200 spending money. Most often, the student will try and save the money to bring back to their family. For many of our students, that's more than their family earns monthly.

## **AFTER THE STUDENT ARRIVES: EASING THE TRANSITION**

Once your student arrives, these tips can help ease the transition for both the student and your family.

- Maintain and demonstrate an open mind to help create an environment for trust and friendship to develop between you and your student.
- Help your student know how to use ALL your communication devices and their cell phone to contact their support networks: the Jericho leaders, their job site, all your family members, all their family members, and friends
- Be sure you and your student know how to access and use the student's travel insurance and medical insurance policies in case of emergency. Jericho will purchase these policies.

- Exercise supervisory and parental responsibility to ensure the student's well-being.
- Clearly communicate your expectations to the student, including boundaries and rules (household routines including meals, curfews, house keys, emergency procedures and contacts, snack and meal preparation, religious practices, inviting friends over, etc.)
- Gently encourage the student to learn and adopt most of the ways of your household including meal times and other practices.
- Explain household behaviors to the student, such as appropriate shower usage (time limit), where they can get snacks or prepare a meal, limits on electronic use, etc.
- Talk to your student about your expectations and house rules about smoking. Michigan law states that smoking is not allowed in any public buildings or outside within 15 feet of a public building.
- Discuss any dietary restrictions your student may have.
- Show your student how to use common household appliances (including laundry facilities).
- Create a safe environment where the student's religion and culture are respected.
- Engage with your student at the end of each workday by asking about their day: how it went, what they worked on, what they learned. If possible, have the student help with meal preparation.
- Expect some homesickness. Students will be in “cultural overload” and speaking a second language every day. They might seem quiet or withdrawn, so try to give them some space. It will probably pass in a day or two. Remember they may also be feeling some jet lag and time-shift issues, which will pass in a few days. To help your student bond with your family, I recommend the students not get together with each other for the first couple of weeks.
- Voice any concerns and questions regarding the student to the Jericho Executive Director, including serious homesickness, difficulty adapting to family life or work, or illness. An extensive discussion of issues your student might face is included in the Topics sections below: Recognizing and Dealing With Challenges Students May Face.

## **MAXIMIZING THE EXPERIENCE: IT'S GONNA BE A BLAST!!**

Our students will be working hard during their time in the U.S., but there will be plenty of time for fun! Here are a few ideas to ensure our student gets all they can from this experience:

- Recognize the student's birthday and other special occasions.
- Encourage involvement in community life by introducing the student to neighbors, friends, and local groups.
- Teach the student about the local culture and learn about the student's culture.
- Expose the student to new things and experiences.

- Engage in recreational activities with your student (go to a park, play a game of tennis, kick the soccer ball around, etc.)

There is a lot to do in Michigan, and we are so thrilled that our host families make an effort to show their students all they can. We never want a family to feel financially strained by hosting a student. Please know that engaging in these activities with your students is not a requirement of our host families. Our students appreciate the time they spend with their host family and the support and encouragement they receive from you. This topic is discussed extensively below in the section Travel, Social Activities, and Recreational Events With Your Student.

## TOPICS (in alphabetical order, not the order of importance)

### **ABSENCES/MISSING WORK/ILLNESS/INJURY**

We have established some great connections with local businesses to give students the experience needed to succeed and want to make sure we are doing what we can to keep those relationships strong and ensure they are available to future students.

This internship exchange program requires a lot of adaptability from our students. Traveling to a new place, engaging with a new culture, and diving into the US workplace can be taxing both mentally and physically. We want what is best for our students, and there will be times when a student is sick and it is best for them to miss work.

If your student has to miss work, it is **their responsibility to contact Jericho and their internship site**. In the spirit of empowering our students, we ask that host families do not contact the internship site on behalf of the student.

If your student misses more than one day of work, please contact a Jericho staff person to address the issue with the student. If there is a serious medical matter, we want to be in your corner to help navigate caring for the student. We also want to ensure we are doing everything we can to ensure our students get all they can out of this opportunity.

There are a few select dates where students are excused from their work for Jericho-sponsored events, including a group weekend trip, the Golf Outing, and the Student Luncheon. Jericho will communicate this and the dates of the events to the internship sites.

All students have medical coverage while in the US. A good rule of thumb is to treat a student's injury and illness as you would if it were your child. Because the students will not have an established Primary Care Physician (PCP), Urgent Care will likely be your first option if your student is sick. As you would with your own child, in emergency situations, please do not hesitate to bring your student to the ER or call an ambulance if needed. In any case, please inform Jericho as soon as possible.

## **CULTURAL DIFFERENCES (NOT FOOD) TO UNDERSTAND**

1. In general, the cultures in BiH are more conservative.
2. It is not common for adult children to drink around their parents, except at something like a wedding. The students are all of legal drinking age, but they know if they drink alcohol, we expect them to drink conservatively.
3. In BiH, students are used to walking everywhere and will miss doing that in the U.S., so see if you can find opportunities to go for walks at night or on weekends.
4. Generally, people in BiH tend to be direct, blunt, and to the point. Students receive a lot of coaching about this, but you may find their direct manner of speaking occasionally a bit surprising. For example, Jericho students have informed the Jericho director that she is aging and has gained weight, and she's learned not to take it personally.

## **FOOD/MEALS**

This is a great conversation when beginning your relationship with the student. Strong communication is important, and if you allow the student to express themselves about their food preferences and other likes and dislikes, you will better understand their preferences. They will feel comfortable expressing themselves with you about many other things as well, helping them have an enjoyable U.S. experience.

Talk about what type of food your student would like for their work lunches. Please show your student around the kitchen, show them where to find things, and give them permission to prepare food in your kitchen. You will purchase the supplies and foods they need to prepare their lunches, and we do encourage you to have the student prepare their own lunches. The student will be provided with a lunch bag.

Consider taking your students grocery shopping so they can help pick out the foods kept in your home. They may even want to prepare some of their customary foods for your family! This will increase the student's feeling of independence and confidence as well as alleviate some pressure on the family.

Eating issues may concern you.

1. Our students come from difficult backgrounds, and it is possible that they have gone without or had very little food in their childhood.
2. Seeing the endless food supply in our refrigerators and cupboards, students might overeat when they first arrive.
3. Sometimes supplying them with their own drawer of snacks helps them feel in control.
4. Please do not draw attention to how much they eat, and please contact Jericho leaders if you think there is a real problem.

<b>Foods Common in BiH</b>	<b>Foods Not Found in BiH</b>
Coffee, Coke, milk, green/herbal teas	Diet pop
Milk products, cheese, cream, cheese, eggs	Casseroles (foods mixed together)
Chicken, turkey, hamburger, salami	No pork for Muslim students
Bagels, bread, cereal (Corn Flakes)	Asian food
Rice, potatoes	Ice in drinks
Vegetables, fruit	
Vegetable salads such as cucumber/tomato salad	
Hamburgers	
Pizza	
Chocolate (every day!)	

## **LANGUAGE CHALLENGES**

Language challenges are normal, and you may sometimes believe your student does not seem to understand you. Remember, all the students understand and speak English at different levels.

People in the U.S. talk TOO FAST and use slang and colloquialisms often, so try to remember to slow down when speaking, especially the first week they are here. It's natural to talk louder when you are experiencing language barriers but remember they are not hard of hearing. When slowing down, try enunciating even more clearly than usual.

Remind the students that it's ok to ask you to repeat something if they don't understand. If the look in their eyes seems to tell you they are not following, ask them if they need you to say that again or in a different way. They may hesitate to ask because they don't want you to think they are not smart.

# MONEY/GIFTS

## STUDENT SPENDING MONEY

Upon arrival, students receive \$200 of spending money to be used as they please (shopping, souvenirs, etc.) For many students, this is more than their families make in a month. For this reason, students will often choose to save money and bring it back home to their families. Other times students will bring extra money from family and friends back home who ask them to bring back various items that are not available in Bosnia. This money is not to be used for food. **The host family's responsibility is to provide ALL meals for the student during their stay here in the US.**

## COSTS/EXPENSES YOUR FAMILY WILL INCUR

**Food:** Along with providing a place to stay for the student, the host family will pay for all meals, including meals eaten at home, at restaurants, and packed lunches for work.

**Transportation:** The family will provide and pay for all transportation to and from the internship site. Transportation can also be provided by trusted friends, family, and co-workers

**Outings:** If you invite a student to participate in activities with your family, please cover any associated costs. These items might include getting ice cream/frozen yogurt, going golfing, going to a museum, going to the movies, eating at a restaurant, etc. Your family is not required to do these types of events; however, many families have enjoyed occasional sightseeing, visiting local attractions, and doing other activities with their students.

Please refrain from giving your student extra spending money or paying for activities organized by the student (not by your family), such as getting coffee or going for a meal with a coworker, friend, or other students, etc. **Please do not send money home with your student because we want all students to be treated as fairly as possible.**

## BUYING YOUR STUDENT GIFTS AND TAKING THEM SHOPPING

It is a wonderful thing to be able to bless a student with gifts! If you choose to give your student a gift, we ask that you adhere to **Jericho's policy that gifts given to students do not exceed \$50 in value per item. Multiple gifts are acceptable, but no gift may be more than \$50.**

If a host family brings a student to a store and wants to purchase them something, they may choose to give the student a set amount to spend. Some examples include \$30 at a resale

clothing store, \$15 at a dollar store, or \$50 for something at Target. It is always fun to send our students back with souvenirs or memorabilia by which to remember their trip!

We do not want any student to feel less valued based on what gifts they were given compared to another student or any student's family back in BiH being offended by an excessive amount of money being spent. We ask that host families use their best judgment when navigating these situations. If you have any questions, please contact Jericho leadership for guidance.

The best way to give a game-changing, meaningful gift to the student you are hosting is by sponsoring them as they pursue their college education! Help us cover the cost of books, room, and board, or even a full year of tuition! Visit [jerichofoundation.org](http://jerichofoundation.org) for more information.

## **RELIGIOUS SERVICES**

You may wonder if you can invite your student to attend religious services with your family. Absolutely! We explain to the student that they are NOT required to attend. Still, we ask them to be open-minded and consider attending because host families like to introduce the student to their friends, include them in important activities, etc. Many students choose to attend! However, we ask that you not pressure the student if they are uncomfortable and prefer not to attend.

## **TRAVEL, SOCIAL ACTIVITIES, AND RECREATIONAL EVENTS WITH YOUR STUDENT**

### GENERAL GUIDELINES:

While the students are excited to do activities and travel on the weekends (Chicago, Detroit, Lake Michigan), they are more accustomed to a much slower pace during the week. Bosnia is a very relational culture when the workday is done, so they don't run errands or work on projects. They take time to enjoy friends and family. They enjoy sitting on the porch or deck, drinking coffee, talking, and/or playing cards . . . for hours!

After their workday, especially the first couple of weeks, I suggest spending as much quality time as possible interacting with your student in the evenings. Save up your busy times for active weekends, including traveling or introducing them to family and friends.

We never want a family to feel financially strained by hosting a student. However, when deciding to become a host family, we hope there is a general understanding of the financial commitment involved. When you invite the student to participate in activities with your family, we ask that you pay for any associated costs such as movie tickets, entrance fees to a museum or venue, costs of eating out, admission costs, etc. Keep in mind that many of the student's parents are unemployed, so they will not have a lot of disposable income to spend while in the U.S.

No special activities need to be planned; however, many families enjoy occasional sightseeing activities to local attractions and landmarks. Here are some ideas of what some students have enjoyed in the past:

#### LOCALLY:

1. Frozen yogurt: This will be new for them, and getting to pick their toppings is a big deal.
2. Dollar store: It might sound funny, but there is nothing like it in BiH. They love to get small things to bring back home.
3. Target: Same thing. There is nothing like it in BiH.
4. Al-Bos Restaurant, 2930 Shaffer, Kentwood, MI: A Bosnian restaurant, which is a nice trip ½ through their time in the US.
5. Downtown festivals
6. Movies
7. Bagels: not available in BiH.
8. Eating at ethnic restaurants: If they are open to it, take them to Mexican, Italian, or Chinese restaurants. These types of food are not offered and are not common in BiH.
9. Farmer's markets
10. Putt-Putt golf
11. Nature walks
12. Coffee shops
13. Physical and recreational activities: Get active and creative! Try taking them on a bike ride, kayaking, or to a local park.

#### REGIONALLY/OUT OF TOWN:

We completely understand that activities outside of your town require more planning, if your family is interested, here are some additional activities students have enjoyed in the past:

1. A day or weekend trip to Chicago or Detroit
2. Lake Michigan: many students haven't seen a beach like that!
3. Zoo

4. Mackinac Island/Up North
5. Camping
6. Bowling
7. Baseball games at any level
8. Theme parks such as Cedar Point, Michigan's Adventure, Henry Ford Village etc.
9. Get creative: try something new for everyone, including your family! You may find a new traditions such as county fairs, concerts, flea markets, Amish country, antiquing, etc.

If you have any questions, always remember you can contact a Jericho Foundation staff member. Be creative, have patience, and have fun getting to know your Jericho student!

## **RECOGNIZING AND DEALING WITH CHALLENGES STUDENTS MAY FACE**

If your student seems to be having trouble, talk to the student about the signs you are seeing. Ask open-ended questions, allowing the student to talk freely about what's going on. Depending on the situation, offer advice and help. Encourage the student to contact the Jericho Executive Director and/or the BiH staff to share their feelings and experiences.

Homesickness: Calling home frequently or spending too much time online. Offer to help find fun activities in which to become involved and encourage their involvement.

Language difficulty: Spoken English does not seem to be improving. Offer to locate additional language assistance.

Culture shock: Avoiding new experiences. Contact the Jericho Foundation for advice.

Trouble making new friends: The student does not talk about new friends or have any social interactions outside your family. Contact the Jericho Foundation for advice.

Difficulty interpreting culture-specific social cues: The student shows poor judgment in interpersonal interactions based on U.S. cultural expectations. Contact the Jericho Foundation for specific advice.

Confusion about different rules and expectations compared to their own home: See item above.

Various emotional difficulties: Spending excessive time alone or becoming introverted or unusually quiet. Contact the Jericho Foundation to discuss what's happening. Do not minimize

the seriousness of what may be happening for the student. Contact the Jericho Foundation for help.

## **AFTER YOUR STUDENT RETURNS HOME: CONTINUED COMMUNICATION**

We love that our students and host families develop such meaningful bonds during their time together, and we are sure you will want to keep in contact after your student has headed home. Below are guidelines for communication with the students once they are back in BiH. These guidelines were developed from our experiences, since 1995, serving, training, and learning from locals who have a deep investment and understanding of the culture. \*These guidelines are applied to communication with any student or child met through a Jericho-sponsored function such as a U.S. Internship, Project Hope Trips, Scholarship Program, or other event.

### **KEEPING IN TOUCH WITH YOUR STUDENT**

The best ways to keep in touch with a student after they've returned home are through Facebook, Email, or Zoom. Our students are looking forward to your on-going contact, and we ask that you respond to them within two weeks of receiving their emails or requests for communication. Not all students have regular access to the internet. Please expect that students may take up to two weeks to respond to an email. If at any time a student is contacting you too often or you believe you need to take a break in corresponding or communicating, please let us know right away.

### **VISITING A STUDENT**

You can visit a student by joining us on a Jericho-sponsored trip. Many supporters have had the opportunity to build a deeper relationship with students by meeting them and their families and seeing where they live. We require that Jericho's BiH assistant or team leader be present during visits, so please let us know before scheduling a trip to BiH. Occasionally it can be arranged during a Jericho-sponsored trip to visit a student's home and family (home visits depend on geographic location and family situation).