



# JERICHO

FOUNDATION



# Host Business Site Guidelines

## U.S. Learning Experience

RESTORING HOPE IN BOSNIA AND HERZEGOVINA, ONE STUDENT AT A TIME  
PO BOX 334 | OSHTMO, MI 49077 | [WWW.JERICHOFUNDATION.ORG](http://WWW.JERICHOFUNDATION.ORG)

# JERICHO LEADERSHIP CONTACTS

*In the event of an emergency, questions, or issues, please contact the Jericho Staff listed below*

**Name:**

Kellie Simmons, Director

**Phone:**

(269)214-7196

**E-mail:**

kellie@jerichofoundation.org

## PAST HOST BUSINESS PARTNERS

Argenta Park  
Armstrong International  
AVB Construction  
Borgess Hospital  
Bronson Hospital  
C2AE Architecture and Engineering  
Corewealth Health (Spectrum)  
Covance, Battle Creek  
Envision Advertising and Video Design  
Gordon Water  
IT Partners  
Kalamazoo Experiential Learning Center  
Kalamazoo Psychology  
Kalsec  
Keystone Solutions Group  
M3 group  
Micromyx

Mindset PT  
Our World For Children  
PT One  
Pfizer  
SBF Enterprises  
Seber Tans PLC  
Sebright Products  
Sharp Smile Dental  
Spectrum Hospital  
Stryker Headquarters  
Tommy's Car Wash Corporate  
Two Men and a Truck Corporate  
Headquarters  
Western Michigan University  
Zuidema & Hess Family & Cosmetic  
Dentistry

## AN HOST BUSINESS SITE IS...

. . . the core component of the Jericho Foundation U.S. Learning program.

Still rebuilding infrastructure in a country shattered by war, young people are looking for employment in a country plagued with a 48% youth unemployment rate. In an effort to bring HOPE to these students, Jericho offers an opportunity for higher education. With your partnership, our students will have the opportunity to become contributing members of your team and then take all they learn back home to become competitive applicants in the Bosnia and Herzegovina (BiH) workforce. The experience they will receive at your organization is the key to their future success.

Our U.S. Learning program began in 2012, and ever since then, it has provided hands-on experience related to each student's studies. The experience, a job shadow program, has proven to provide a massive advantage in securing employment. All our students who have participated in this program have gained employment within six months of graduation. BiH employers have told us that the U.S. Learning Experience made our students the leading candidates in a large pool of applicants. This opportunity expands the horizons of the future professionals of BiH, further contributing to a brighter Bosnia.



*Maida at her internship with Stryker*

# LEARNING OBJECTIVES

**Our job shadow program** includes achieving specific learning objectives through intentional outcomes built into the experience and supervised by a professional with a relevant and related background in the field. Objectives include the following for each placement:

U.S. Learning Experience promotes and complements the students:

**1. Career interests and development:**

- a. Includes industry-related/job-skill development through meaningful tasks.
- b. Provides measurable development opportunities through challenging projects.
- c. Ensures adequate, reliable, regular supervision and mentoring to help students keep up with work demands and accomplish work goals.
- d. Has regularly scheduled evaluations of work by the supervisor.

**2. Academic interests and development:**

- a. Links students' academic training and future educational opportunities to the field.
- b. Makes clear a development path for students who pursue additional degrees.

**3. Personal development:**

- a. Helps students develop, understand, and achieve personal learning objectives.
- b. Develops soft skills.
- c. Offers opportunities for reflecting on the program through personal evaluations.

Positive outcomes expected at the conclusion of the U.S. Learning Experience:

The student has:

1. Linked **existing** academic knowledge to practice in the work environment by applying knowledge, skills, and experiences to challenging and meaningful projects, assignments, and tasks.
2. Acquired **new** learning through the experience.
3. Demonstrated professional skills in the workplace, such as being an effective team member (taking part in team meetings or activities), problem-solving, and displaying leadership qualities.
4. Developed and displayed enhanced self-understanding, self-discipline, maturity, and confidence through positive public speaking events, e.g., presenting progress reports or giving a short presentation about their country to co-workers.
5. Built and maintained positive professional relationships through clear and professional communication events with leaders at multiple organizational levels.
6. Developed strong networking/mentoring relationships with co-workers and leaders.
7. Demonstrated awareness of community and/or organizational issues.

We ask that each host business site provide a letter of recommendation on company letterhead on behalf of the student. We would appreciate having this letter before August 25th so that the students may return home with their letters. Examples are provided at the end of this packet.

THANK YOU IN ADVANCE FOR HELPING OUR STUDENTS ACHIEVE THEIR DREAMS!!

This packet has important information, including contacts and suggestions on how to connect. We will send an email connecting you with your student and their host business site supervisor. Once you



receive it, please feel free to reach out to your student and their host business site supervisor to introduce yourself.

## GOALS FOR THE STUDENT

- Work at the host business site regular business hours each week (usually M-F, 8-5, but hours/days will be arranged at each site in advance to meet the organization's needs)
- Receive hands-on work experience - this will vary depending on the worksite and employer's needs
- Improve interpersonal and professional skills (learn 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 - learn about organizational policies, procedures, processes, and conflict resolution techniques
- Develop strong networking/mentoring relationships

## EXPECTATIONS OF THE HOST BUSINESS SITE

- Provide a handbook with crucial company information prior to the program start date
- Create and deliver a thorough orientation for the student
- Furnish opportunities for the student to sit in on or observe company/ team meetings as appropriate
- Communicate clearly all job and company expectations to the student (breaks, office hours, electronics, office equipment)
- Voice any questions or concerns regarding the student to the Jericho Executive Director

## GUIDELINES FOR COMPENSATION & GIFTS

- No compensation is to be given to students for their work - this is strictly an unpaid internship/job shadow program as required by U.S. Law for their Visas. Rather, please consider giving a donation to the Jericho Foundation in honor of your student. Donations can be made in any payment format convenient for your organization. Please visit [jerichofoundation.org](http://jerichofoundation.org) for more information or contact the Jericho Foundation leaders.
- You are welcome to thank your students by taking them to lunch or giving them a small gift. We suggest something like a company logoed t-shirt, bracelet, keychain, etc. (value of \$50 or under). This rule is in place to ensure no student feels undervalued if they are not given as large of a gift as another student at another host business site.

# ATTENDANCE OF STUDENTS AT HOST BUSINESS SITE

- Your student is expected to be at your host business site on time on each scheduled day of work. If an issue arises, please contact the Jericho Foundation director.
- The host family will provide transportation to and from the host business site.
- The student will miss two or three days during the program to attend functions of the Jericho Foundation. Your organization will be asked to send a representative to some of those events: the golf outing, student luncheon, and others TBD.

# IMPORTANT ADDITIONAL INFORMATION

- Student's visa, passport, airfare, background, and drug test, and any required documents are paid for by the Jericho Foundation
- Students have medical insurance during their time in the U.S.
- Students will be staying with a host family while they are in the U.S.
- Transportation to and from work, as well as meals, are provided by the host family

# AGREEMENT AND ACKNOWLEDGEMENT

Signing this document below indicates that you have read, understand, and approve of the contents of this document. If you disagree with or have found any major concerns in the document as written, please return this page, unsigned, to the Jericho Foundation and contact the Director.

Once signed, please detach this page from the packet, scan it, and email it to [kellie@jerichofoundation.org](mailto:kellie@jerichofoundation.org).

X \_\_\_\_\_  
Host Business Site Supervisor Signature

Date: \_\_\_\_\_

X \_\_\_\_\_  
Host Business Site Supervisor Printed Name

Name of Organization \_\_\_\_\_

# EXAMPLES OF U.S. LEARNING EXPERIENCE RECOMMENDATION LETTERS



corewellhealth.org

September 27, 2023

Financial Counseling Dept  
Corewell Health West  
100 Michigan St SE  
Grand Rapids MI 49503  
616.391.6278  
Rhonda.Hedlund@CorewellHealth.org

To Whom It May Concern:

I am writing to you regarding Amar Valentic. He was an intern in our department this past summer. It is my privilege to have worked beside Amar and to share with you my thoughts and observations.

Amar worked with our team, Financial Counseling starting in June 2023 and was instantly recognized as smart, helpful and kind. He has a desire to work in the world of finance and was readily intrigued at the thought of helping patients of our hospitals and physician practices with their financial concerns. It was quickly recognized that Amar has multiple talents that would lend themselves to improving process and procedure for our team. Examples include cataloging of documents received in relation to financial assistance applications. This includes placing documents into the electronic medical records system, calculating income and assets and reviewing documents for any missing documentation. Amar worked tirelessly every day. He often asked for more and desired deeper levels of working to ensure he would learn as much as possible. There was no task too big for Amar.

Personally, I found Amar to be a bright young man with a fantastic personality. He was respectful in every manner. He was proud to work for our organization and with our team. He is a team player, a forward thinker and has a desire to make the most of himself for the good of the team and the good of the person he is assisting. I have no doubt Amar will find success in anything he tries. I furthermore feel that anyone lucky enough to employ Amar in the future will be proud to say they are the person that brought such a bright and talented person to their organization. He has left a mark in my heart and my brain that could never be filled by another. If this was a perfect world, I would ask that Bosnia and Michigan be closer together so that Amar could continue to be part of our organization. I wish Amar the best knowing this world is not perfect.

Please, feel free to contact me should you have any questions or would like to discuss anything regarding my experience with Amar.

Sincerely,

*Rhonda Hedlund*



## Recommendation Letter - Adil Arapović

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I have had the pleasure of working closely with Adil Arapovic during his internship through Jerricho Foundation in Michigan, USA. I have been consistently impressed with his skills, work ethic, and dedication. While interning at Sebright Products, Adil spent time working the following:

- Database (estimation, exporting data)
- Human Resource Management (staffing process, onboarding process, orientation process, learning about communication and conflict situations)
- Accounting (Payroll, Accounts Payable through Peach Tree), writing checks, creating balance sheets and balance slips.
- Receptionist (communication skills, organization, accuracy loveliness)
- Operations Capacity (machine hour capacity, calculation of costing/margins and productivity)
- Marketing (market research and promotion)

One of the standout qualities of Adil is the unwavering commitment to excellence. He consistently delivered high-quality work in every area he worked in.

Moreover, Adil is a team player and a pleasure to work with. He collaborated effectively with colleagues, offered constructive feedback, and was always willing to go the extra mile to ensure the success of the team. His cheerful outlook and dedication would make him an asset to any team.

In addition to his professional attributes, Adil possesses strong people skills, which have made him a valuable asset when working with clients and stakeholders. His skills, such as relationship-building, customer service, have left a significant impact on our team.

I am confident that Adil will excel in any role and will make a significant contribution to your team's success. His combination of skills, work ethic, and dedication makes him an exceptional candidate.

If you have any questions or require further information about Adil, please do not hesitate to contact me at [emir@sebrightproducts.com](mailto:emir@sebrightproducts.com). I wholeheartedly recommend Adil and believe that he will be a valuable addition to your organization.

Thank you for considering my recommendation. I look forward to seeing the positive impact that Adil will undoubtedly make at your organization.

Sincerely,

*Emir Avdic*

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Emir Avdic  
Chief Operations Officer  
Sebright Products, Inc.





August 24, 2018

To whom it may concern:

It is my honor to provide this letter of recommendation for Ehvan Gradanin as an Information Technology professional.

Ehvan completed a six-week internship in July-August 2018 with the Information Technology department at Bronson Healthcare Group in Kalamazoo Michigan. During his internship, he focused on two primary tasks:

1. Application Account Management, which included:
  - Reorganizing our temperature tracking system
  - Improving data searchability
  - Writing SQL queries
  
2. Data Archiving, which included:
  - Extracting data from applications no longer used by the organization
  - Problem-solving with teammates using online resources
  - Importing data into SQL

Ehvan also independently resolved service requests, communicating with customers and documenting his work in the department's Service Management System, and contributed his perspective and insight to project-related and team meetings.

Ehvan told us his first day, "I'm here to work." That enthusiasm carried through his entire stay as he sought to gain as much professional experience as possible. His technical knowledge prepared him well for all tasks assigned to him. He began adding value to the team within his first day on the job. Drawing upon his prior experience he developed innovative solutions to challenging problems.

Ehvan's strong technical skills, driven work ethic, creative problem solving, and ability to integrate quickly into a team structure would make him an exceptional member of an Information Technology team. We will miss him at Bronson, and look forward to seeing a successful future for him.

Sincerely,

A handwritten signature in black ink that reads "Jody Meyers". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jody Meyers  
Manager, Corporate Information Systems

Information Technology  
601 John Street Box H  
Kalamazoo, MI 49008

269.552-4151  
meyersj@bronsonhg.org

bronsonhealth.com



BUILD SOMETHING BETTER.

August 23, 2018

**RE: Letter of Recommendation for Tarik Rujanac**

**To whom it may concern:**

It is my pleasure to write this letter of recommendation for Tarik Rujanac. Tarik worked with our construction management project team on a very complex 25 million dollar project consisting of a large second story addition above an existing hospital surgery center while it continued to function normally. He was tasked with coordination of subcontractor shop drawings as well as managing subcontractor requests for information. He did an excellent job on all duties to which he was assigned. Tarik gained valuable experience working with our senior project superintendents during construction activities, including erection of concrete shear walls on top of the existing building. He received extensive training and passed the required certification tests for safety, first aid, and the use of our construction project management software, PROCORE.

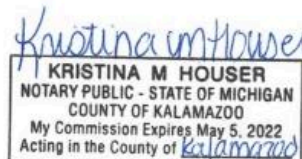
You will find that Tarik is a very quick study and is able to master complex tasks very quickly. He has a great work ethic and is willing to do whatever is necessary to accomplish the tasks he is given. He is a very good communicator and was able to quickly establish a great working relationship with his co-workers. He is well liked by all of the AVB staff and we are all sorry to see him leave.

I have no doubt that Tarik will excel at any challenge that he is given, and I can say without reservation that any company would be fortunate to have Tarik on their team.

Please feel free to reach me on my cell phone at 269.760.9703 or via email at [jmichael@avbinc.com](mailto:jmichael@avbinc.com) with any questions.

Sincerely,

**Jack Michael**  
**President of AVB Commercial Construction**





*Micromyx, LLC  
4717 Campus Drive  
Kalamazoo, MI 49008*

*From the office of  
Dean Shinabarger, Ph.D.  
Chief Executive Officer  
Ph. (269)372-3758  
Fax (269)353-5567  
DLShinabarger@micromyx.com*

August 19, 2015

To whom it may concern,

My name is Dean Shinabarger and I serve as the Chief Executive Officer of Micromyx, a microbiology company located in Kalamazoo, Michigan, USA. Our company provides microbiological testing services to the biotechnology and pharmaceutical industries to support their efforts in the discovery of new anti-infectives. During the month of August 2015, Amira Leleta worked with us as an intern to learn more about performing science in an industry setting and to further develop her laboratory techniques.

In her time at Micromyx, Amira proved to be a fast learner and became very proficient at many of the skills needed to perform the microbiological and molecular biology assays we conduct as part of our work in support of new antibiotic and antifungal drug development. Specifically, she was able to perform general microbiology culturing and polymerase-chain reaction (PCR) assays to assist us in our efforts to genetically characterize some of the extended spectrum beta-lactamase (ESBL) producing bacterial pathogens in our collection. As part of this work, she demonstrated the ability to use a variety of standard equipment (e.g. pipettes, autoclave, thermocyclers, gel imaging equipment, etc.), and to interpret her results to identify strains that were either positive/negative for specific ESBLs.

Amira also performed susceptibility testing to determine minimum inhibitory concentrations (MICs) by broth microdilution testing. This testing helped us determine whether *Escherichia coli* and *Klebsiella pneumoniae* isolates in our collection were resistant to cephalosporins or cephalosporin/beta-lactamase inhibitor combinations. In the process of conducting susceptibility testing, she was able to weigh reagents, prepare growth media, make microtiter test panels (96-well) using robotic platforms, streak test organisms for isolated colonies, inoculate the panels, read the MIC, and interpret the results to determine whether the test isolates were potential ESBL producers.



**Lonny Carpenter**

**Group President, Global Quality & Operations**

2825 Airview Boulevard  
Kalamazoo MI 49002 USA  
P 269 389 7687

lonny.carpenter@stryker.com

September 1, 2012

To whom it may concern:

I consider it an honor and a privilege to write this letter of recommendation for **Maida Asic**. I am submitting this letter as an endorsement of my strong belief that Maida is an outstanding young professional who has flourished in a challenging academic environment and upon graduation, will enjoy a very successful and accomplished career in business.

I have had the good fortune of getting to know Maida over the course of the past couple of years. As an intern for Stryker, she excelled in every challenge that she was given. We were all impressed with her ability to come into the company and very quickly contribute to the success of the projects she supported.

As Maida's contributions were recognized and highlighted during her internship, it was no surprise but rather expected in light of her many skills and talents. Maida is one of those unique individuals who combine excellent interpersonal skills with an unyielding work ethic to drive her success. Maida has had such a positive lasting influence on so many people.

The author of this letter is the Group President for Stryker Corporation, a \$10B Global MedTech and Fortune 500 Company. I can say without any reservation that Maida Asic has the skills, talents, and drive required to have a very successful and accomplished business career. Whoever makes the decision to hire Maida will be making a decision that they will be proud of for many years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Lonny Carpenter", with a stylized flourish extending to the right.

Lonny Carpenter  
Group President