GLOBAL INTERNSHIPS FOR ACADEMIC CREDIT

This document describes how a Leeds undergraduate student can obtain academic credit for a global internship that is not part of the pre-approved set of internships offered through CU Study Abroad. This is meant for students that want to set up their own internships by contacting an employer directly and by arranging for housing and local support on their own (i.e., without the help of CU Study Abroad and its partner organizations). This option is available only during the summer.

What is a Global Internship?

A Global Internship is a variable credit activity that provides undergraduate students (typically juniors and seniors) with the opportunity to enhance traditional classroom learning with a practical work experience at an international location. The purpose of global internships is to accomplish learning objectives that are not possible to achieve within the confines of a classroom setting. The focus is on an international experiential learning activity that supplements what students learn in courses that they have taken or are planning to take.

Process

1. Prepare an Internship Information Document with the following content:
   a. **Basic information.** Provide the following information: name of the company, name and contact information of internship host site supervisor, location, internship period (start and end date), number of work hours per week, housing arrangements (where you are planning to stay during the internship), and emergency contact information during the internship.
   b. **Description of the internship** (maximum of 2 pages). Describe the nature and scope of the proposed internship and the activities and experiences that are expected to be part of the project.
      i. State the general purpose of the internship and clearly specify learning objectives, particularly those related to global business.
      ii. Justify why the internship is the best approach for achieving those objectives. In other words, describe the critical learning outcomes that will be achieved by the successful completion of the internship and why they are not available in a classroom setting.
      iii. Describe how the internship will enhance your overall educational experience and your understanding of global issues, including those related to cultural differences and business.
      iv. Discuss how the internship relates to your Area of Emphasis and courses that you have taken or are planning to take.

2. Obtain a letter from the internship host site supervisor stating that he/she agrees with the Employer Guidelines (see Appendix).

3. Submit the Internship Information Document (#1 above), the letter from the internship host site supervisor (#2 above), and the internship offer letter to the Global Initiatives Advisor & Manager (leeds.global@colorado.edu).
4. The Global Initiatives Advisor & Manager will contact you with a decision or with a request for additional information if necessary.

5. If the internship is approved, you will be referred to Study Abroad where your information will be entered into the MyCUAbroad portal. Via this portal you will provide Study Abroad with supplemental documentation regarding your internship abroad and you will have access to information regarding health and safety. Study Abroad will enroll you in health insurance for the duration of your internship. Study Abroad will also enroll you in the academic course – INBU 4910 Global Internship. You will be required to complete the academic coursework associated with the internship as outlined in the course syllabus.

Program Fee

Global internship credit is offered in partnership with CU Study Abroad. Business elective credit (INBU 4910 Global Internship) depends on the total number of internship hours but under no circumstances will exceed 6 credit-hours. The 2017 Study Abroad fee is $980 (for a maximum of 6 credit hours) plus the cost of the mandatory health and emergency evacuation and repatriation insurance, which depends upon the length of the internship.
EMPLOYER GUIDELINES FOR ACADEMIC GLOBAL INTERNSHIPS

The guidelines of a paid or unpaid global internship that grants academic credit to the intern are:

1. The organization is expected to offer professional development and guidance in order to foster the intern’s career objectives and enable the intern to replace classroom lectures with real-life experience. This mentorship role is typically assigned to the internship host site supervisor (IHS), an employee of the company who is based at the internship site.

2. Internship activities must be relevant to the intern’s chosen business field (e.g., marketing, accounting, etc.) given that interns will be enrolled in the INBU 4910 Global Internships course and will be asked to complete assignments associated with their experiences and professional growth.

3. A minimum of 32 hours per week attending the internship site or performing allocated duties is required. The typical length of the internship is 8 weeks, for which the student is expected to earn 6 credits.

4. The INBU 4910 professor may require Placement Activity Plans (PAP) to be completed by the intern in consultation with the IHS. A PAP matches professional objectives with practical tasks. The intern may be required to submit multiple PAPs throughout the internship. For instance, for an 8-week internship, interns may be asked to submit PAPs at the end of weeks 1, 4, and 7.

5. The IHS will be asked to assess the practical component of the program including the intern’s attitude and application, progress towards practical learning objectives, and standard internship outcomes. A midterm and a final evaluation will be forwarded by the IHS to the INBU 4910 professor. The evaluation consists of a one-page rating form and opportunity for open commentary.

6. The organization in general and the IHS in particular should be aware that, throughout the internship, interns are expected to: 1) gain knowledge and skills specific to their internship placement, 2) evaluate the experience from a scholarly perspective, 3) reflect upon the cultural experience from an analytical perspective, and 4) reflect upon the experience from a personal perspective. These elements form the basis for the academic evaluation conducted by the academic supervisor.