

EMPLOYER GUIDELINES FOR ACADEMIC GLOBAL INTERNSHIPS

An academic 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 that includes a significant global component. 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 a global experiential learning activity that supplements what students learn in courses that they have taken or are planning to take.

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 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 6 weeks for 4 credits and 10 weeks for 6 credits.
4. Placement Activity Plans (PAP) must be completed by the intern in consultation with the IHS. A PAP matches professional objectives with practical tasks. Multiple PAPs are submitted by the intern to the academic supervisor (a designated Leeds professor) throughout the internship. For instance, for a 6-week internship, interns must submit PAPs at the end of week 1 and 4. For a 10-week internship, PAPs must be submitted at the end of weeks 1, 3, 5 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 academic supervisor. 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.

The points above are general guidelines that can be adapted to each engagement as long as the main elements (i.e., significant global components, professional development and mentorship, relevance of internship activities, and assessment of practical and academic learning) are preserved.